



<https://jobfever.govhelp.in/job/mankind-careers-2023-jobs-near-me-back-office-staff-posts/>

Mankind Careers 2023 – Jobs Near Me – Back Office Staff Posts

Hiring organization
Mankind Pharma

Job Location

India
Remote work from: IND

Date posted
July 13, 2023

(adsbygoogle = window.adsbygoogle || []).push({});

Valid through
31.12.2023

Base Salary

USD 15,000 - USD 18,000

APPLY NOW

Qualifications

Graduate

Employment Type

Full-time

(adsbygoogle = window.adsbygoogle || []).push({});
(adsbygoogle = window.adsbygoogle || []).push({});

Description

Mankind Pharma Recruitment 2023

Mankind Pharma is looking for an Back Office Staff to join our team. The ideal candidate will be a reliable and organized individual with strong customer service skills.

(adsbygoogle = window.adsbygoogle || []).push({});

Mankind Pharma Jobs Near Me

Responsibilities:

- Answer phones and greet visitors.
- Schedule appointments and meetings.
- Prepare and distribute reports and correspondence.
- Order office supplies and maintain inventory.
- Other office-related tasks as assigned.

(adsbygoogle = window.adsbygoogle || []).push({});

Mankind Pharma Careers

Requirements:

- Excellent communication and interpersonal skills.
- Proficient in Microsoft Office Suite.
- Ability to work independently and as part of a team.

Ability to work in a fast-paced and deadline-oriented environment

Important Links **Find the Link in [Apply Now](#) Button**

(adsbygoogle = window.adsbygoogle || []).push({});

(adsbygoogle = window.adsbygoogle || []).push({});