



<https://jobfever.govhelp.in/job/mankind-careers-2023-mankind-careers-office-manager-post/>

## Mankind Careers 2023 – Mankind Careers – Office Manager Post

**Hiring organization**  
Mankind Pharma

### Job Location

India  
Remote work from: IND

**Date posted**  
July 25, 2023

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**Valid through**  
31.12.2023

### Base Salary

USD 22,000 - USD 28,000

APPLY NOW

### Qualifications

Graduate

### Employment Type

Full-time

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### Description

#### Mankind Pharma Recruitment 2023

Mankind Pharma is looking for a highly motivated and organized Office Manager to join our team. The ideal candidate will have excellent administrative skills and be able to work independently and as part of a team.

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#### Mankind Pharma Jobs Near Me

#### Responsibilities:

- Manage the day-to-day operations of the office, including scheduling appointments, managing correspondence, and ordering supplies.
- Provide administrative support to the management team, including preparing presentations, reports, and other documents.
- Coordinate with external vendors and suppliers.
- Maintain the office's physical space, including cleaning and organizing.
- Other duties as assigned.

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#### Mankind Pharma Careers

#### Requirements:

- Excellent administrative skills, including proficiency in Microsoft Office

Suite.

- Excellent organizational skills.
- Strong communication skills, both written and verbal.
- Ability to work independently and as part of a team.

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

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