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Mankind Careers 2023 – Mankind Jobs – Back Office Assistant Post

Hiring organization
Mankind Pharma

Job Location

India
Remote work from: IND

Date posted
August 12, 2023

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Valid through
31.12.2023

Base Salary

USD 19,500 - USD 26,500

APPLY NOW

Qualifications

Graduate

Employment Type

Full-time

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Description

Mankind Pharma Recruitment 2023

The Back Office Assistant is responsible for providing administrative support to the Mankind Pharma back office team. This includes a variety of tasks such as data entry, filing, and correspondence. The ideal candidate will be a highly organized and efficient individual with excellent attention to detail.

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Mankind Pharma Jobs Near Me

Responsibilities:

- Enter data into Mankind Pharma's computer systems accurately and efficiently
- Verify the accuracy of data before entering it into the system
- Follow established data entry procedures
- Maintain accurate records of all data entered
- Resolve any data entry errors
- File documents and correspondence in a timely and organized manner
- Answer phone calls and respond to emails in a professional and timely manner
- Provide administrative support to other team members as needed

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Mankind Pharma Careers

Requirements:

- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint)
- Excellent typing skills
- Strong attention to detail
- Ability to work independently and as part of a team

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