Mankind Careers 2023 – Mankind Jobs – Back Office Assistant Posts

Job Location
India
Remote work from: IND

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Base Salary
USD 19,500 - USD 26,500

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

Hiring organization
Mankind Pharma

Date posted
August 24, 2023

Valid through
31.12.2023

APPLY NOW

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
- Excellent communication and interpersonal skills

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

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