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Mankind Careers 2023 – Mankind Jobs – Back Office Coordinator Job

Hiring organization
Mankind Pharma

Job Location

India
Remote work from: IND

Date posted
September 8, 2023

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Valid through
31.12.2023

Base Salary

USD 16,000 - USD 22,000

APPLY NOW

Qualifications

Graduate

Employment Type

Full-time

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Description

Mankind Pharma Recruitment 2023

The Back Office Coordinator is responsible for providing administrative support to the back office team. This includes tasks such as processing paperwork, managing files and records, and coordinating with other departments. The ideal candidate will be organized, detail-oriented, and have strong communication skills.

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Mankind Pharma Jobs Near Me

Responsibilities:

- Process paperwork and documents
- Manage files and records
- Coordinate with other departments
- Answer phone calls and emails
- Other administrative tasks as assigned

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Mankind Pharma Careers

Requirements:

- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint)
- Strong organizational and time management skills

- Excellent written and verbal communication skills
- Ability to work independently and as part of a team

Attention to detail

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

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