



<https://jobfever.govhelp.in/job/mankind-careers-2023-mankind-jobs-clerk-posts/>

Mankind Careers 2023 – Mankind Jobs – Clerk 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

We are looking for a highly motivated and organized Clerk to join our team. The ideal candidate will have experience in a variety of administrative tasks, including data entry, filing, and report preparation. They will also be proficient in Microsoft Office Suite and have excellent communication skills.

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Mankind Pharma Jobs Near Me

Responsibilities:

- Enter data into a variety of systems
- Verify data for accuracy
- Resolve data entry errors
- Maintain data integrity
- Assist with other administrative tasks as needed

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Mankind Pharma Careers

Requirements:

- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook)
- Excellent attention to detail and accuracy

Hiring organization

Mankind Pharma

Date posted

August 11, 2023

Valid through

31.12.2023

APPLY NOW

- Strong communication skills
- Ability to work independently and as part of a team

Important Links Ability to meet deadlines **Find the Link in [Apply Now](#) Button**

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