



<https://jobfever.govhelp.in/job/mankind-jobs-2023-freshers-jobs-office-staff-jobs/>

## Mankind Jobs 2023 – Freshers Jobs – Office Staff Jobs

### Job Location

India  
Remote work from: IND

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### Base Salary

USD 12,500 - USD 18,000

### Qualifications

Graduate, 12th Pass

### Employment Type

Full-time

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### Description

#### Mankind Pharma Recruitment 2023

The Office Staff is responsible for providing administrative support to the Mankind Pharma office. This includes a variety of tasks, such as answering phones, greeting visitors, filing paperwork, and other administrative tasks. The ideal candidate will be a highly organized and detail-oriented individual with excellent communication skills.

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#### Mankind Pharma Jobs Near Me

#### Responsibilities:

- Answer phones and direct calls.
- Greet visitors and provide them with information.
- File paperwork and maintain filing systems.
- Order office supplies.
- Other administrative tasks as assigned.

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#### Mankind Pharma Careers

#### Requirements:

- Excellent communication skills, both verbal and written
- Strong organizational and time management skills

### Hiring organization

Mankind Pharma

### Date posted

August 21, 2023

### Valid through

31.12.2023

APPLY NOW

- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint)

Ability to work independently and as part of a team

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

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