



<https://jobfever.govhelp.in/job/mankind-recruitment-2023-all-india-jobs-back-office-executive-posts/>

Mankind Recruitment 2023 – All India Jobs – Back Office Executive Posts

Hiring organization
Mankind Pharma

Job Location

India
Remote work from: IND

Date posted
September 7, 2023

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Valid through
31.12.2023

Base Salary

USD 12,500 - USD 18,500

APPLY NOW

Qualifications

Graduate, 12th Pass

Employment Type

Full-time

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Description

Mankind Pharma Recruitment 2023

The Back Office Executive is responsible for providing administrative support to the Mankind Pharma back office. The ideal candidate will be a detail-oriented and organized individual with strong communication and interpersonal skills.

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Mankind Pharma Jobs Near Me

Responsibilities:

- Process paperwork and correspondence
- File and maintain records
- Update databases
- Schedule appointments and meetings
- Other administrative tasks as assigned
- Answer phones and greet visitors
- Handle customer inquiries
- Provide administrative support to other departments

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Mankind Pharma Careers

Requirements:

- Strong attention to detail
- Excellent organizational skills
- Proficient in Microsoft Office Suite
- Ability to work independently and as part of a team

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

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