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Mankind Recruitment 2023 – All India Jobs – Office Executive Posts

Hiring organization
Mankind Pharma

Job Location

India
Remote work from: IND

Date posted
September 12, 2023

Valid through
31.12.2023

Base Salary

USD 12,500 - USD 18,500

APPLY NOW

Qualifications

Graduate, 12th Pass

Employment Type

Full-time

Description

Mankind Pharma Recruitment 2023

The Office Executive is responsible for providing administrative support to the Mankind Pharma office. This includes tasks such as answering phones, filing paperwork, and managing the office calendar. The ideal candidate will be organized, detail-oriented, and have excellent communication skills.

Mankind Pharma Jobs Near Me

Responsibilities:

- Answer phones and direct calls to the appropriate person.
- Receive and process mail and packages.
- File paperwork and maintain office records.
- Manage the office calendar and schedule appointments.
- Order office supplies and equipment.
- Other office executive duties as assigned.

Mankind Pharma Careers

Requirements:

- Strong organizational skills

- Excellent communication skills, both written and verbal
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint)

Ability to work independently and as part of a team

Important Links

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