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## Mankind Recruitment 2023 – Freshers Jobs – Back Office Executive Posts

**Hiring organization**  
Mankind Pharma

### Job Location

India  
Remote work from: IND

**Date posted**  
August 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

We are looking for a talented and organized Back Office Executive to join our team. The ideal candidate will be able to provide administrative support to our sales and marketing team, as well as manage our customer database.

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#### Mankind Pharma Jobs Near Me

#### Responsibilities:

- Provide administrative support to the sales and marketing team, including managing calendars, scheduling appointments, and preparing presentations.
- Manage our customer database, including updating contact information, tracking sales activity, and generating reports.
- Handle customer inquiries and complaints, and resolve them in a timely and efficient manner.
- Other administrative tasks as assigned.

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#### Mankind Pharma Careers

#### Requirements:

- Excellent organizational skills.
- Strong attention to detail.
- Excellent written and verbal communication skills.

Proficient in Microsoft Office Suite

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

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