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Mankind Recruitment 2023 – Freshers Jobs – Sales Assistant Posts

Hiring organization
Mankind Pharma

Job Location

India
Remote work from: IND

Date posted
August 16, 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 Sales Assistant is responsible for supporting the sales team by providing administrative and customer service assistance. This includes a variety of tasks, such as managing customer accounts, processing orders, and generating reports. The ideal candidate will be a highly organized and detail-oriented individual with excellent communication and customer service skills.

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Mankind Pharma Jobs Near Me

Responsibilities:

- Manage customer accounts, including updating contact information, tracking orders, and resolving issues.
- Process orders and payments.
- Generate reports on sales performance, customer satisfaction, and inventory levels.
- Provide customer service support, including answering questions, resolving complaints, and offering product recommendations.
- Other sales-related administrative tasks as assigned.

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Mankind Pharma Careers

Requirements:

- Excellent communication and customer service skills.
- Proficient in Microsoft Office Suite (Excel, Word, PowerPoint).
- Ability to work independently and as part of a team.
- Attention to detail and accuracy.
- Ability to meet deadlines.

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

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