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Mankind Recruitment 2023 – Jobs For Freshers – Back Office Staff Posts

Hiring organization
Mankind Pharma

Job Location

India
Remote work from: IND

Date posted
July 29, 2023

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Valid through
31.12.2023

Base Salary

USD 15,000 - USD 18,000

APPLY NOW

Qualifications

Graduate

Employment Type

Full-time

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Description

Mankind Pharma Recruitment 2023

The Back Office Staff is responsible for providing administrative support to the Back Office team. This includes tasks such as data entry, filing, and customer service. The ideal candidate will be organized, detail-oriented, and have excellent communication skills.

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Mankind Pharma Jobs Near Me

Responsibilities:

- Enter data into the company's computer systems.
- File and maintain company records.
- Answer customer inquiries by phone and email.
- Assist with administrative tasks, such as preparing reports and presentations.
- Work with other departments to ensure smooth back office operations.

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Mankind Pharma Careers

Requirements:

- Excellent typing skills.

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

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

Experience with customer service software
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