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Mankind Recruitment 2023 – Jobs For Freshers – Free Job Alert – Office Staff Posts

Hiring organization
Mankind Pharma

Job Location

India
Remote work from: India

Date posted
May 16, 2023

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Valid through
31.12.2023

Base Salary

USD 13,000 - USD 16,000

APPLY NOW

Qualifications

Graduate

Employment Type

Full-time

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Description

Mankind Pharma Recruitment 2023

We are currently seeking dedicated and organized individuals to join our team as Office Staff at Mankind Pharma. As an Office Staff member, you will provide essential administrative support to ensure smooth day-to-day operations. The ideal candidate will have strong organizational skills, attention to detail, and the ability to work effectively in a fast-paced environment.

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Mankind Pharma Jobs Near Me

Responsibilities:

1. Assist with general office tasks such as answering phones, managing emails, and handling correspondence
2. Maintain and update office records, files, and databases
3. Coordinate meetings, appointments, and travel arrangements for team members

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Mankind Pharma Careers

Requirements:

1. Strong organizational and time management skills

2. Excellent verbal and written communication skills

3. Proficiency in using office software and equipment

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

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