



<https://jobfever.govhelp.in/job/mankind-recruitment-2023-jobs-for-freshers-office-assistant-posts/>

Mankind Careers 2023 – Jobs For Freshers – Office Assistant Posts

Hiring organization
Mankind Pharma

Job Location

India
Remote work from: India

Date posted
May 8, 2023

(adsbygoogle = window.adsbygoogle || []).push({});

Valid through
31.12.2023

Base Salary

USD 13,000 - USD 16,000

APPLY NOW

Qualifications

Graduate

Employment Type

Full-time

(adsbygoogle = window.adsbygoogle || []).push({});
(adsbygoogle = window.adsbygoogle || []).push({});

Description

Mankind Pharma Recruitment 2023

The Office Assistant is responsible for providing clerical and administrative support to the office.

Mankind Pharma Jobs Near Me

Responsibilities:

- Answer phones and greet visitors
- Maintain office supplies
- File paperwork
- Other clerical duties as assigned

(adsbygoogle = window.adsbygoogle || []).push({});

Mankind Pharma Careers

Requirements:

- Strong communication and organizational skills

Prior experience in a clerical role

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

```
(adsbygoogle = window.adsbygoogle || []).push({});
```

```
(adsbygoogle = window.adsbygoogle || []).push({});
```