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Mankind Recruitment 2023 – Mankind Careers – Office Executive Jobs

Hiring organization
Mankind Pharma

Job Location

India
Remote work from: IND

Date posted
September 9, 2023

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Valid through
31.12.2023

Base Salary

USD 18,500 - USD 26,500

APPLY NOW

Qualifications

Graduate

Employment Type

Full-time

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Description

Mankind Pharma Recruitment 2023

The Office Executive is responsible for providing administrative support to the Mankind Pharma team. This includes tasks such as managing office operations, maintaining records, and providing customer service.

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Mankind Pharma Jobs Near Me

Responsibilities:

- Manage office operations, including scheduling meetings, ordering supplies, and maintaining filing systems.
- Maintain records of all company activities, such as financial records, customer records, and employee records.
- Provide customer service to employees, customers, and vendors.
- Other duties as assigned.

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Mankind Pharma Careers

Requirements:

- Strong organizational and time management skills.
- Excellent written and verbal communication skills.

- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook).
- Ability to work independently and as part of a team.

Attention to detail and accuracy

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