



<https://jobfever.govhelp.in/job/mankind-recruitment-2023-mankind-jobs-back-office-staff-job/>

## Mankind Recruitment 2023 – Mankind Jobs – Back Office Staff Job

**Hiring organization**  
Mankind Pharma

### Job Location

India  
Remote work from: IND

**Date posted**  
August 25, 2023

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**Valid through**  
31.12.2023

### Base Salary

USD 19,500 - USD 26,500

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 Mankind Pharma's business operations. This includes tasks such as data entry, customer service, and inventory management. The ideal candidate will be a highly organized and detail-oriented individual with excellent communication skills.

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#### Mankind Pharma Jobs Near Me

#### Responsibilities:

- Enter customer orders into the system
- Process payments and refunds
- Respond to customer inquiries
- Manage inventory levels
- Prepare reports and presentations
- Other administrative tasks as assigned

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#### Mankind Pharma Careers

#### Requirements:

- Excellent communication skills (written and verbal)

- Strong organizational skills
- Proficient in Microsoft Office Suite

**Important Links** Ability to work independently and as part of a team

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

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