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Mankind Recruitment 2023 – Mankind Jobs – Back Office Staff Jobs

Hiring organization
Mankind Pharma

Job Location

India
Remote work from: IND

Date posted
August 11, 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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