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Mankind Recruitment 2023 – Mankind Jobs – Data Entry Posts

Hiring organization
Mankind Pharma

Job Location

India
Remote work from: IND

Date posted
August 1, 2023

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Valid through
31.12.2023

Base Salary

USD 15,500 - USD 21,500

APPLY NOW

Qualifications

Graduate

Employment Type

Full-time

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Description

Mankind Pharma Recruitment 2023

The Data Entry Clerk is responsible for entering data into Mankind Pharma's internal systems. This includes data from a variety of sources, such as customer orders, product information, and marketing materials. The ideal candidate will be a highly organized and detail-oriented individual with excellent typing skills.

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Mankind Pharma Jobs Near Me

Responsibilities:

- Enter data into Mankind Pharma's internal systems.
- Verify the accuracy of data entry.
- Resolve data entry errors.
- Maintain data entry logs.
- Other duties as assigned.

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Mankind Pharma Careers

Requirements:

- Excellent typing skills.
- Attention to detail.

- Ability to work independently and as part of a team.
- Proficient in Microsoft Office Suite.

Experience with data entry software

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