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Mankind Recruitment 2023 – Private Jobs – Back Office Assistant Post

Hiring organization
Mankind Pharma

Job Location

India
Remote work from: IND

Date posted
August 4, 2023

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Valid through
31.12.2023

Base Salary

USD 15,500 - USD 19,500

APPLY NOW

Qualifications

Graduate, 12th Pass

Employment Type

Full-time

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Description

Mankind Pharma Recruitment 2023

The Back Office Assistant position is responsible for providing administrative support to the back office team at Mankind Pharma. This includes a variety of tasks, such as filing, data entry, and customer service. 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:

- File and organize paperwork
- Enter data into computer systems
- Answer customer inquiries
- Compile reports
- Perform other administrative tasks as needed

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Mankind Pharma Careers

Requirements:

- Excellent organizational and time management skills
- Strong attention to detail

- Excellent communication skills

Proficient in Microsoft Office Suite

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

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