Mankind Recruitment 2023 – Private Jobs – Back Office Executive Post

Hiring organization
Mankind Pharma

Job Location
India
Remote work from: Brazil

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Date posted
June 14, 2023

Base Salary
USD 18,000 - USD 22,000

Valid through
31.12.2023

APPLY NOW

Qualifications
Graduate

Employment Type
Full-time

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Description

Mankind Pharma Recruitment 2023

Join Mankind Pharma as a Back Office Executive and play a vital role in supporting the smooth operations of the organization. As a Back Office Executive, you will handle administrative tasks, maintain records, and ensure the efficient functioning of the back-office operations.

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Mankind Pharma Jobs Near Me

Responsibilities:

1. Data Management: Manage and maintain data accurately and efficiently. Handle data entry tasks, update records, and ensure data integrity. Generate reports and analyze data to provide insights for decision-making. Maintain confidentiality and security of sensitive information.
2. Documentation and Record Keeping: Assist in organizing and maintaining physical and electronic files, documents, and records. Ensure proper documentation of important records, reports, and correspondence. Retrieve and disseminate information as required, both internally and externally.
3. Administrative Support: Provide administrative assistance to various departments and teams. Coordinate schedules, meetings, and appointments. Assist in handling correspondence, emails, and phone calls. Collaborate with colleagues to facilitate smooth operations and support the overall functioning of the organization.

Mankind Pharma Careers

Requirements:

- Strong attention to detail and excellent organizational skills.
- Proficiency in using computers and familiarity with office software (e.g., Microsoft Office Suite).
- Good written and verbal communication skills.
- Ability to prioritize tasks and manage time effectively.
- Strong problem-solving skills and ability to handle multiple tasks simultaneously.
- Flexibility and adaptability to work in a fast-paced environment.
- Ability to maintain confidentiality and handle sensitive information with discretion.
- Basic knowledge of office procedures and equipment.

Important Links

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