



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

## Mankind Recruitment 2023 – Private Jobs – Back Office Executive Posts

**Hiring organization**  
Mankind Pharma

### Job Location

India  
Remote work from: IND

**Date posted**  
June 30, 2023

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**Valid through**  
31.12.2023

### Base Salary

USD 12,500 - USD 18,500

APPLY NOW

### Qualifications

Graduate, 12th Pass

### Employment Type

Full-time

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### Description

#### Mankind Pharma Recruitment 2023

The Back Office Executive is responsible for providing administrative support to Mankind Pharma's back office operations.

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#### Mankind Pharma Jobs Near Me

#### Responsibilities:

- Process customer orders and payments.
- Maintain customer records.
- Generate reports.
- Provide customer support.
- Other duties as assigned.

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#### Mankind Pharma Careers

#### Requirements:

- Excellent communication skills.
- Proficient in Microsoft Office Suite.
- Ability to work independently and as part of a team.
- Attention to detail and accuracy.

## Important Links

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

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