



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

## Mankind Recruitment 2023 – Private Jobs – Back Office Staff Post

**Hiring organization**  
Mankind Pharma

### Job Location

India  
Remote work from: Brazil

**Date posted**  
May 29, 2023

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**Valid through**  
31.12.2023

### Base Salary

USD 15,000 - USD 21,000

APPLY NOW

### Qualifications

Graduate

### Employment Type

Full-time

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### Description

#### Mankind Pharma Recruitment 2023

We are seeking a dedicated and detail-oriented individual to join our team as a Back Office Staff member at Mankind Pharma. As a Back Office Staff, you will play a vital role in supporting the efficient operations of our back-office functions. This is an excellent opportunity for a motivated professional who thrives in a fast-paced environment and enjoys working as part of a dynamic team.

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#### Mankind Pharma Jobs Near Me

#### Responsibilities:

- Accurately enter and maintain data in our systems, ensuring completeness, correctness, and confidentiality.
- Organize and manage electronic and hard-copy files, ensuring easy retrieval and efficient record-keeping.
- Prepare and maintain various documents, including reports, memos, and presentations, using appropriate software.
- Assist in drafting and proofreading correspondence, ensuring accuracy and adherence to company standards.
- Provide general administrative support to the team, including managing schedules, coordinating meetings, and making travel arrangements.
- Assist in preparing and organizing materials for meetings, conferences, and events.

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#### **Mankind Pharma Careers**

#### **Requirements:**

- Strong attention to detail and accuracy in data entry and record-keeping.
- Proficient in using office software, including MS Office (Word, Excel, PowerPoint) and data management systems.
- Excellent organizational and multitasking abilities, with the ability to prioritize tasks effectively.
- Strong verbal and written communication skills, with the ability to interact professionally with colleagues and external stakeholders.
- A proactive and flexible approach to work, with the ability to adapt to changing priorities.
- Ability to maintain confidentiality and handle sensitive information with discretion.

#### **Important Links**

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

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