



<https://jobfever.govhelp.in/job/office-staff-mankind-pharma-jobs-in-a-gs-office-hyderabad/>

## Office Staff

### Job Location

A.Gs office, 500004, Hyderabad, Telangana, India

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### Base Salary

USD 15,000 - USD 18,000

### Qualifications

Graduate

### Employment Type

Full-time

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### Description

#### Mankind Pharma Recruitment 2023

The Office Staff is responsible for providing frontline customer service and administration support to the Mankind team.

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#### Mankind Pharma Jobs Near Me

#### Responsibilities:

- Answer customer inquiries by telephone and email
- Coordinate with other departments to ensure client needs are met
- Assist with marketing and event coordination

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#### Mankind Pharma Careers

#### Requirements:

- 2+ years of customer service experience
- Strong computer skills, including experience with Microsoft Office Suite
- Excellent communication and interpersonal skills

#### Important Links

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

### Hiring organization

Mankind Pharma

### Date posted

July 3, 2023

### Valid through

31.12.2023

APPLY NOW

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