



<https://jobfever.govhelp.in/job/office-staff-mankind-pharma-jobs-in-jodhpur-park-kolkata/>

Office Staff

Job Location

Jodhpur Park, 700068, Kolkata, West Bengal, 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

Mankind Pharma is looking for an Office Staff to join our team. The ideal candidate will be a reliable and organized individual with strong customer service skills.

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Mankind Pharma Jobs Near Me

Responsibilities:

- Answer phones and greet visitors.
- Schedule appointments and meetings.
- Prepare and distribute reports and correspondence.
- Order office supplies and maintain inventory.
- Other office-related tasks as assigned.

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Mankind Pharma Careers

Requirements:

- Excellent communication and interpersonal skills.
- Proficient in Microsoft Office Suite.
- Ability to work independently and as part of a team.
- Ability to work in a fast-paced and deadline-oriented environment.

Important Links

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

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Hiring organization

Mankind Pharma

Date posted

August 14, 2023

Valid through

31.12.2023

APPLY NOW

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