



<https://jobable.govhelp.in/job/mankind-pharma-careers-jobs-near-me-back-office-staff-posts/>

Mankind Pharma Careers – Jobs Near Me – Back Office Staff Posts

Hiring organization
Mankind Pharma

Job Location

India
Remote work from: IND

Date posted
February 9, 2024

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Valid through
31.08.2024

Base Salary
USD 12 - USD 22

APPLY NOW

Qualifications
Graduate, 12th

Employment Type
Full-time

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Description

Mankind Pharma Careers

As a Back Office Staff at Mankind Pharma, you will be responsible for providing efficient and accurate administrative support to various departments within the organization. You will be the backbone of our operations, ensuring smooth workflows and timely completion of tasks.

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Mankind Pharma Careers

Responsibilities:

- Manage incoming and outgoing documents, including filing, scanning, and distributing.
- Schedule appointments and meetings for the team.
- Prepare presentations, reports, and other administrative documents.
- Maintain accurate records and databases.
- Enter and process data into various software systems accurately and efficiently.
- Generate reports and analyze data as needed.
- Maintain data integrity and security.

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Mankind Pharma Jobs For Freshers

Skills:

- Strong organizational and time management skills.
- Excellent communication and interpersonal skills.
- Proficient in MS Office Suite (Word, Excel, PowerPoint).
- Ability to work independently and as part of a team.
- Detail-oriented and accurate.
- Strong analytical and problem-solving skills.

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