



<https://jobable.govhelp.in/job/mankind-pharma-careers-latest-jobs-notification-administrative-assistant/>

Mankind Pharma Careers – Latest Jobs Notification – Administrative Assistant

Hiring organization
Mankind Pharma

Job Location

India
Remote work from: IND

Date posted
March 1, 2024

(adsbygoogle = window.adsbygoogle || []).push({});

Valid through
31.08.2024

Base Salary

USD 14 - USD 24

APPLY NOW

Qualifications

Graduate

Employment Type

Full-time

(adsbygoogle = window.adsbygoogle || []).push({});
(adsbygoogle = window.adsbygoogle || []).push({});

Description

Mankind Pharma Careers

As an Administrative Assistant, you will play a vital role in supporting our team by providing comprehensive administrative and clerical assistance. You will be responsible for a variety of tasks, ensuring the smooth operation of the office and contributing to the success of the department.

(adsbygoogle = window.adsbygoogle || []).push({});

Mankind Pharma Jobs For Freshers

Responsibilities:

- Provide administrative support to assigned personnel, including scheduling appointments, managing calendars, and coordinating travel arrangements.
- Maintain accurate and organized filing systems, both physical and electronic.
- Handle various administrative tasks such as answering phones, managing email correspondence, and processing documents.
- Assist with travel arrangements, expense reports, and other administrative duties as needed.

(adsbygoogle = window.adsbygoogle || []).push({});

If You Want to Get Notifications about Various Jobs, Join our Telegram Channel Now and Get notified Daily about the

Latest Jobs



Mankind Pharma Jobs Near Me

Skills:

- Strong organizational and time management skills
- Excellent communication and interpersonal skills
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint)
- Ability to prioritize tasks, work independently, and meet deadlines
- Detail-oriented and meticulous with a strong sense of accuracy

Tags:

medicine company job in guwahati,medicine company job in delhi,medicine company job in kolkata,medicine company jobs in hyderabad,thejobalert online,medicine company job in noida,medicine company job interview,jobalert,jobvacancy,job vacancy,medicine company job vacancy,medicine company job,medicine company job mumbai

If You Want to Get Notification about Various Jobs, Join our WhatsApp Channel Now and Get notified Daily about Latest Jobs



Important Links

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

(adsbygoogle = window.adsbygoogle || []).push({});

(adsbygoogle = window.adsbygoogle || []).push({});