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Mankind Pharma Hiring Candidates – All India Jobs – Office Manager

Hiring organization
Mankind Pharma

Job Location

India
Remote work from: IND

Date posted
January 29, 2024

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Valid through
31.08.2024

Base Salary
USD 10 - USD 21

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Qualifications
Graduate, 12th

Employment Type
Full-time

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Description

Mankind Pharma Hiring Candidates

As the Office Manager, you will play a crucial role in ensuring the smooth day-to-day operations of our office. You will be responsible for a wide range of tasks, from managing administrative duties to coordinating with various departments. You will be the backbone of our office, ensuring a productive and efficient work environment for all employees.

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Mankind Pharma Careers

Responsibilities:

- **Manage the day-to-day operations of the office:** This includes overseeing administrative tasks, coordinating logistics, managing facilities, and ensuring a smooth workflow for all employees.
- **Provide efficient support to staff:** You will be the first point of contact for employees, addressing their queries, coordinating meetings, and arranging travel and accommodation as needed.
- **Maintain accurate records and documentation:** This includes filing, organizing office systems, and managing inventory.
- **Ensure compliance with company policies and procedures:** You will play a key role in upholding company standards and ensuring a safe and healthy work environment.
- **Contribute to a positive and productive work atmosphere:** You will be

a team player, fostering collaboration and communication among colleagues.

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Mankind Pharma Jobs Near Me

Skills:

- Manage office administration, including reception, mail and courier services, filing, and office supplies.
- Coordinate meetings and conferences, ensuring smooth execution and timely communication.
- Manage travel arrangements and accommodation for employees.
- Oversee office facilities and maintenance, ensuring a clean and well-functioning environment.
- Maintain accurate records and documentation, including financial reports and employee information.
- Provide administrative support to the management team.

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