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Mankind Pharma Hiring Candidates – Job Alert – Data Entry Assistant

Hiring organization
Mankind Pharma

Job Location

India
Remote work from: IND

Date posted
January 27, 2024

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Valid through
31.08.2024

Base Salary
USD 11 - USD 22

APPLY NOW

Qualifications
Graduate, 12th

Employment Type
Full-time

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Description

Mankind Pharma Hiring Candidates

We are looking for a meticulous and detail-oriented Data Entry Assistant to join our team. You will play a crucial role in ensuring accurate and timely data entry for various internal systems, contributing to the smooth operation of our business.

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Mankind Pharma Careers

Responsibilities:

- Accurately and efficiently enter data from various sources into designated software systems, including patient records, product information, and sales data.
- Maintain data integrity by verifying information for accuracy and completeness, adhering to established protocols.
- Identify and resolve data entry errors promptly and effectively.
- File and organize physical documents and electronic records according to established procedures.
- Provide administrative support to other departments as needed, including data retrieval and reporting.

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Mankind Pharma Jobs Near Me

Skills:

- Strong typing skills and attention to detail.
- Proficiency in Microsoft Office Suite, particularly Excel and Word.
- Excellent data entry accuracy and speed.
- Ability to work independently and as part of a team.
- Strong problem-solving and analytical skills.
- Excellent communication and interpersonal skills.

Tags:

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