Mankind Pharma Jobs Near Me – Free Job – Front Office Staff Posts

Hiring organization
Mankind Pharma

Job Location
India
Remote work from: IN

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Date posted
March 17, 2024

Valid through
31.08.2024

APPLY NOW

Base Salary
USD 11 - USD 22

Qualifications
Graduate, 12th Pass

Employment Type
Full-time

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Description

Mankind Pharma Recruitment 2024

Mankind Pharma is seeking a highly motivated and organized Front Office Staff member to join our team. You will be the first point of contact for visitors and play a vital role in creating a positive first impression of our company.

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Mankind Pharma Careers

Responsibilities:

- Greet visitors and guests in a professional and courteous manner.
- Direct inquiries to the appropriate staff member or department.
- Manage the reception area, ensuring a clean and professional environment.
- Answer and screen incoming phone calls, transferring them to the relevant personnel.
- Maintain accurate records of visitors and deliveries.
- Perform other administrative duties as assigned.

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Mankind Pharma Jobs Near Me

Skills:

- Excellent communication and interpersonal skills.
- Ability to prioritize and manage multiple tasks simultaneously.
- Proficient in MS Office Suite (Word, Excel, PowerPoint).
- Strong organizational skills with a keen eye for detail.
- Ability to work independently and as part of a team.

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Important Links

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

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