



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

## Mankind Pharma Jobs Near Me – Vacancy Job Alert – Back Office Staff Posts

**Hiring organization**  
Mankind Pharma

### Job Location

India  
Remote work from: IND

**Date posted**  
February 6, 2024

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**Valid through**  
31.08.2024

**Base Salary**  
USD 12 - USD 21

APPLY NOW

**Qualifications**  
Graduate, 12th

**Employment Type**  
Full-time

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### Description

## Mankind Pharma Jobs Near Me

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.

#### **Tags:**

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#### **Important Links**

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