



<https://jobable.govhelp.in/job/urgent-hiring-in-mankind-pharma-job-recruitment-back-office-staff/>

## Urgent Hiring in Mankind Pharma – Job Recruitment – Back Office Staff

**Hiring organization**  
Mankind Pharma

### Job Location

India  
Remote work from: IND

**Date posted**  
February 12, 2024

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**Valid through**  
31.08.2024

### Base Salary

USD 10 - USD 21

APPLY NOW

### Qualifications

Graduate, 12th Pass

### Employment Type

Full-time

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### Description

## Urgent Hiring in Mankind Pharma

We are seeking a highly motivated and organized individual to join our growing back-office team in [Location]. As a Back Office Staff member, you will play a crucial role in supporting our day-to-day operations, ensuring smooth administrative processes and contributing to the overall efficiency of the company.

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## Mankind Pharma Careers

### Responsibilities:

- Provide administrative support to various departments, including data entry, document management, and filing.
- Assist with scheduling meetings, travel arrangements, and other logistical tasks.
- Manage petty cash, handle expense reports, and ensure accurate financial records.
- Communicate effectively with colleagues, vendors, and external stakeholders.
- Maintain a clean and organized work environment.
- Perform other duties as assigned.

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### **Mankind Pharma Jobs Near Me**

#### **Skills:**

- Excellent communication and interpersonal skills, both written and verbal.
- Strong organizational skills and attention to detail.
- Proficient in MS Office Suite (Word, Excel, PowerPoint).
- Ability to work independently and as part of a team.
- Adaptable and willing to learn new skills.
- Strong work ethic and a positive attitude.

#### **Tags:**

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#### **Important Links**

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