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Urgent Hiring in Mankind Pharma – Job Recruitment – Front Office Staff

Hiring organization
Mankind Pharma

Job Location

India
Remote work from: IND

Date posted
February 26, 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 passionate and motivated individual to join our team as a Front Office Executive. In this role, you will play a vital role in creating a positive first impression for visitors, ensuring the smooth operation of the front office, and providing excellent customer service.

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Mankind Pharma Careers

Responsibilities:

- Greet visitors and guests in a professional and courteous manner
- Answer phone calls, direct inquiries, and manage switchboard operations
- Maintain an organized and efficient front office environment, including managing deliveries and filing documents
- Schedule appointments and meetings for internal staff
- Assist with administrative tasks as assigned

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Mankind Pharma Jobs Near Me

Skills:

- Excellent communication, interpersonal, and organizational skills
- Ability to work independently and as part of a team
- Proficient in computer applications like MS Office Suite
- Strong attention to detail and time management skills

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