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Urgent Hiring in Mankind Pharma – Job Recruitment – Sales Assistants

Hiring organization
Mankind Pharma

Job Location

India
Remote work from: IND

Date posted
March 7, 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

This is an exciting opportunity for a recent graduate or someone with a few years of experience to launch a fulfilling career in the pharmaceutical industry. You'll work collaboratively with our sales team, providing administrative and logistical support, and contributing to the achievement of sales targets.

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Mankind Pharma Careers

Responsibilities:

- Assist sales representatives with order processing, data entry, and customer service inquiries.
- Prepare and maintain accurate sales reports and documentation.
- Manage sales order fulfillment by coordinating with logistics and inventory teams.
- Schedule appointments and manage calendars for sales representatives.
- Conduct market research and competitor analysis to support sales strategies (may vary by location).
- Assist with product presentations and promotional activities (may vary by location).
- Maintain a positive and professional demeanor, fostering strong relationships with colleagues and clients.

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Mankind Pharma Jobs Near Me

Skills:

- Strong organizational skills with the ability to prioritize and manage multiple tasks effectively.
- Excellent communication and interpersonal skills to collaborate effectively with a diverse team.
- Proficient in computer applications, including Microsoft Office Suite (Word, Excel, PowerPoint) and CRM software (if applicable).
- A keen eye for detail and accuracy in data entry and record keeping.
- Ability to work independently and take initiative to solve problems.
- Adaptability and willingness to learn in a fast-paced environment.

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