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Urgent Vacancy in Mankind Pharma – Latest Job – Front Sales Coordinator Post

Hiring organization
Mankind Pharma

Job Location

India
Remote work from: IND

Date posted
February 20, 2024

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Valid through
31.08.2024

Base Salary
USD 11 - USD 22

APPLY NOW

Qualifications
Any Graduate

Employment Type
Full-time

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Description

Urgent Vacancy in Mankind Pharma

We are seeking a proactive and customer-focused Front Sales Coordinator to join our team at Mankind Pharma. The ideal candidate will be a team player with excellent communication skills and a passion for sales and customer service.

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Mankind Pharma Careers

Responsibilities:

- **Sales Coordination:** You will coordinate with the sales team to manage schedules, create sales documents, and respond to customer inquiries.
- **Customer Service:** You will interact with customers, providing information about our products and services, and resolving any issues they may have.
- **Data Management:** You will maintain accurate records of sales data and customer information.
- **Team Support:** You will provide support to the sales team, assisting with administrative tasks as needed.

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Skills:

- **Communication:** Excellent verbal and written communication skills.
- **Organization:** Strong organizational skills with the ability to multitask.
- **Customer Service:** Prior experience in a customer service role would be beneficial.

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