

Front Office Staff in Mankind Recruitment – Job Application – Free Job Alert

Hiring organization
Mankind Pharma

Job Location

India
Remote work from: IND

Date posted
January 29, 2024

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Valid through
31.08.2024

Base Salary

USD 17 - USD 25

APPLY NOW

Qualifications

12th/Graduate

Employment Type

Full-time

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Description

Mankind Recruitment

Join Mankind Pharma, a leading pharmaceutical company, as an Office Executive and become the silent hero behind the scenes! In this versatile role, you'll be the glue that holds the office together, juggling administrative tasks, supporting diverse teams, and ensuring everything operates like a well-oiled machine.

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Mankind Jobs near me

Responsibilities:

- **Master of Schedules:** Manage calendars, book appointments, and organize travel arrangements, ensuring efficient workflow for team members.
- **Communication Champion:** Handle incoming calls and emails, relay information accurately, and act as the first point of contact for visitors.
- **Logistics Guru:** Maintain office supplies, prepare reports, and handle document filing, keeping everything organized and easily accessible.

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Mankind Careers

Skills:

- **Organized and Efficient:** Strong organizational skills and attention to detail to juggle multiple tasks effectively and maintain accuracy.
- **Communication Wizard:** Excellent communication and interpersonal skills to interact with colleagues, clients, and visitors in a professional and friendly manner.
- **Tech-Savvy:** Proficient in basic computer applications (word processing, spreadsheets, email) and comfortable navigating internal systems.
- **Multitasking Maestro:** Ability to prioritize tasks, manage deadlines, and stay calm under pressure in a fast-paced environment.

Tags: Mankind , recruitment, job opportunities, career, hiring, job search, job application, Mankind careers, work at Mankind , job openings, job vacancies, job opportunities at Mankind , Mankind jobs, Mankind recruitment 2024, Mankind hiring 2024

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