

Mankind Recruitment 2024 – Fast Job – Back Office Executive Post

Hiring organization
Mankind Pharma

Job Location

India
Remote work from: IND

Date posted
January 4, 2024

(adsbygoogle = window.adsbygoogle || []).push({});

Valid through
31.08.2024

Base Salary

USD 20,000 - USD 24,000

APPLY NOW

Qualifications

Graduate

Employment Type

Full-time

(adsbygoogle = window.adsbygoogle || []).push({});

(adsbygoogle = window.adsbygoogle || []).push({});

Description

Mankind Recruitment 2024

As a Back Office Executive at Mankind Pharma, you'll wear many hats with pride, each one ensuring information flows smoothly and fuels the engine of operation. From processing vital documents and maintaining accurate databases to verifying invoices and handling administrative tasks, your dedication to accuracy and organization will be the invisible superheroes ensuring every process runs like clockwork. You'll be the foundation on which the company rests, making sure every piece of information is squeaky clean and ready to pave the way for success.

Mankind Jobs near me

Responsibilities:

- **Data Dynamo:** Accurately and efficiently enter and maintain data in designated systems, ensuring all information is complete, verifiable, and accessible.
- **Document Detective:** Verify and process invoices, purchase orders, and other essential documents with meticulous attention to detail, identifying and rectifying any discrepancies.
- **Administrative Ace:** Handle diverse administrative tasks, including preparing reports, managing office supplies, scheduling appointments, and maintaining calendars.
- **Communication Champion:** Communicate effectively with internal teams to update information, clarify queries, and ensure smooth workflow across departments.

(adsbygoogle = window.adsbygoogle || []).push({});

Mankind Careers

Skills:

- **Typing Speed & Accuracy:** Excellent typing skills with a minimum speed of [mention expected speed] words per minute and a keen eye for detail.
- **Computer Proficiency:** Strong proficiency in MS Office Suite (Word, Excel, PowerPoint) and essential data entry software.
- **Attention to Detail:** Ability to work meticulously and identify and rectify errors in data or documents.
- **Organizational Skills:** Strong organizational skills to manage multiple tasks effectively and maintain data accuracy.

Important Links

Find the Link in [Apply Now](#) Button

(adsbygoogle = window.adsbygoogle || []).push({});

(adsbygoogle = window.adsbygoogle || []).push({});