



<https://govhelp.in/job/client-service-specialist-free-job-alert-recruitment-in-mankind-pharma/>

## Client Service Specialist – Free Job Alert – Recruitment in Mankind Pharma

**Hiring organization**  
Mankind Pharma

### Job Location

India  
Remote work from: IND

**Date posted**  
January 29, 2024

**Valid through**  
31.08.2024

### Base Salary

USD. 11 - USD. 19

APPLY NOW

### Qualifications

Graduate, 12th Pass

### Employment Type

Full-time

### Description

## Client Service Specialist

As a Client Service Specialist, you will be the main point of contact for our valued clients, ensuring their needs are met promptly and efficiently. You will build strong relationships, manage orders, and troubleshoot any issues that arise. This is a fast-paced and dynamic role with the opportunity to make a real impact on our business.

### Mankind Pharma Careers

#### Responsibilities:

- Build and maintain positive relationships with assigned clients
- Understand client needs and proactively suggest solutions
- Ensure timely and accurate communication through various channels
- Conduct regular account reviews and identify areas for improvement
- Process client orders efficiently and accurately
- Track order status and proactively address any potential delays
- Manage returns and exchanges in a timely and professional manner
- Maintain accurate records of all client interactions and transactions

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### Mankind Pharma Jobs Near Me

#### Skills:

- Excellent communication and interpersonal skills, both written and verbal
- Strong organizational and time management skills
- Ability to work independently and as part of a team
- Proficient in MS Office Suite (Word, Excel, PowerPoint)
- Familiarity with CRM software a plus
- Customer service experience preferred, but not essential
- Fresh graduates with a bachelor's degree in any discipline are welcome to apply

#### Tags:

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