



<https://govhelp.in/job/file-clerk-in-mankind-pharma-fast-job-job-vacancy-in-mankind-pharma/>

File Clerk in Mankind Pharma – Fast Job – Job Vacancy in Mankind Pharma

Job Location

India
Remote work from: IND

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Base Salary

USD. 13 - USD. 23

Qualifications

Graduate

Employment Type

Full-time

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Description

File Clerk in Mankind Pharma

We are seeking a meticulous and organized individual to join our team as a File Clerk. In this role, you will play a vital role in maintaining the efficient organization and retrieval of our company's essential documents. Your responsibilities will involve filing, indexing, and tracking confidential documents, ensuring their accuracy and accessibility. Your work will directly contribute to the smooth operation of our business, supporting various departments across the organization.

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Mankind Pharma Careers

Responsibilities:

- Receive, sort, and categorize incoming documents based on established protocols and filing systems.
- Maintain accurate and detailed records of all filed documents, including their location, date, and subject matter.
- Utilize various filing systems, both electronic and physical, to ensure efficient document retrieval.
- Respond promptly to requests for documents from authorized personnel.
- Perform routine tasks such as photocopying, scanning, and shredding documents as required.
- Ensure the confidentiality and security of all sensitive documents.
- Adhere to company policies and procedures regarding document

Hiring organization

Mankind Pharma

Date posted

January 27, 2024

Valid through

31.08.2024

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management.

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Mankind Pharma Jobs Near Me

Skills:

- Strong organizational and time management skills.
- Excellent attention to detail and accuracy.
- Proficient in MS Office Suite, particularly Word, Excel, and PowerPoint.
- Ability to learn and adapt to new filing systems and software.
- Excellent communication and interpersonal skills.
- Ability to work independently and as part of a team.
- Strong problem-solving skills and initiative.

Tags:

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