



<https://govhelp.in/job/mankind-pharma-as-a-administrative-analyst-vacancy-job-alert-recruitment-in-mankind-pharma/>

Mankind Pharma As a Administrative Analyst – Vacancy Job Alert – Recruitment in Mankind Pharma

Job Location

India
Remote work from: IND

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Base Salary

USD. 15 - USD. 25

Qualifications

Graduate

Employment Type

Full-time

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Description

Mankind Pharma As a Administrative Analyst

As an Administrative Analyst, you'll play a vital role in streamlining administrative processes and providing exceptional support to our teams. You'll be the glue that holds things together, ensuring smooth workflows and data accuracy while contributing to a positive work environment.

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Mankind Pharma Careers

Responsibilities:

- Provide comprehensive administrative support to assigned departments, including scheduling meetings, managing calendars, and preparing documents.
- Efficiently handle data entry and maintain accurate records, adhering to company protocols.
- Process invoices, purchase orders, and other financial documents with precision and timeliness.
- Liaise with internal and external stakeholders to resolve queries, gather information, and facilitate communication.
- Stay up-to-date on company policies and procedures, ensuring compliance and smooth operation.

Hiring organization

Mankind Pharma

Date posted

January 26, 2024

Valid through

31.08.2024

APPLY NOW

- Proactively identify areas for improvement in administrative processes and recommend solutions for optimization.

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Mankind Pharma Jobs Near Me

Skills:

- Excellent communication and interpersonal skills, with the ability to build rapport and interact effectively with diverse stakeholders.
- Strong analytical and problem-solving skills, with the ability to identify and resolve issues efficiently.
- Proficient in MS Office suite, with a keen eye for detail and accuracy in data handling.
- Excellent organizational and time management skills, with the ability to prioritize tasks and meet deadlines effectively.
- Strong computer literacy and willingness to learn new software and tools.

Tags:

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