



<https://govhelp.in/job/mankind-pharma-recruitment-2023-jobs-near-me-back-office-admin-post/>

Mankind Pharma Carers 2023 – Jobs Near Me – Back Office Admin Post

Hiring organization
Mankind Pharma

Job Location

India
Remote work from: Brazil

Date posted
May 25, 2023

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Valid through
31.12.2023

Base Salary

USD. 10,500 - USD. 16,000

APPLY NOW

Qualifications

12th Pass, Graduate.

Employment Type

Full-time

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Description

Mankind Pharma Recruitment 2023

A Back Office Administrator is responsible for providing efficient administrative and operational support to ensure the smooth functioning of back-office processes within an organization. They handle various administrative tasks, data management, documentation, and coordination with internal teams. The Back Office Administrator plays a crucial role in maintaining organization and efficiency in the workplace.

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Mankind Pharma Jobs Near Me

Responsibilities:

- Accurately enter and maintain data in databases, spreadsheets, and other systems.
- Prepare, organize, and maintain documents, reports, and records.
- Verify data accuracy and resolve any discrepancies.
- Generate regular reports as required.
- Collaborate with different teams and departments to ensure smooth workflow and timely completion of tasks.
- Communicate effectively with internal stakeholders to gather information or resolve issues.

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Mankind Pharma Careers

Qualifications:

- Proven experience as a Back Office Administrator, Administrative Assistant, or in a similar role.
- Proficiency in using computer software and office tools (e.g., MS Office, spreadsheets, databases).
- Strong data entry and typing skills with high accuracy.
- Excellent attention to detail and organizational abilities.
- Effective verbal and written communication skills.
- Ability to multitask and prioritize tasks to meet deadlines.

Important Links

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

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