



<https://govhelp.in/job/virtual-assistant-job-card-hiring-vacancy-in-mankind-pharma/>

Virtual Assistant – Job Card – Hiring Vacancy in Mankind Pharma

Job Location

India
Remote work from: IND

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Base Salary

USD. 12 - USD. 21

Qualifications

Graduate, 12th Pass

Employment Type

Full-time

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Description

Virtual Assistant

We are seeking a highly motivated and organized virtual assistant to join our team and provide comprehensive administrative and operational support. As a vital member of our team, you will play a crucial role in ensuring our operations run smoothly and efficiently.

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Mankind Pharma Careers

Responsibilities:

- **Calendar Management:** Schedule appointments, manage travel arrangements, and handle meeting logistics.
- **Administrative Support:** Organize and maintain filing systems, create presentations and documents, and manage email communication.
- **Research and Data Entry:** Assist with research projects, compile data, and prepare reports as needed.

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Hiring organization

Mankind Pharma

Date posted

February 28, 2024

Valid through

31.08.2024

APPLY NOW



Mankind Pharma Jobs Near Me

Skills:

- Excellent communication and interpersonal skills, both written and verbal.
- Strong organizational and time management skills with the ability to prioritize tasks effectively.
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint) and Google Suite (Gmail, Calendar).
- Ability to learn new software and adapt to changing priorities quickly.

Tags:

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