

Amazon Recruitment 2025 – Amazon Careers for Back Office Posts

Hiring organization
Amazon

Job Location

India
Remote work from: IN

Date posted
March 7, 2025

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Valid through
31.07.2025

Base Salary

Rs. 15000 - Rs. 18000

APPLY NOW

Qualifications

10th, 12th, Graduate

Employment Type

Full-time

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Description

Amazon Recruitment 2025 – Amazon Careers for Back Office Posts

Company: Amazon

Position: Back Office Executive

Location: Work From Home / Multiple Locations in India

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Amazon Work from Home Jobs Apply Online

Details

Information

Selection Process

Qualification

Skills

Eligibility Criteria

Salary

Experience

Apply Method

Application Medium

Last Date to Apply

Working Hours

Details

Online Interview, Written Test

12th Pass, Graduates, Post Graduates

Basic computer knowledge, MS Office, Data Entry, Communication Skills

Minimum Age: 18 years

INR 22,000-28,000 Per Month

Both Freshers and Experienced candidates can Apply

Online application

Apply through Official Site

As soon as possible

9:30 AM – 6:30 PM

Amazon Jobs Hiring Near Me – Job Description

Amazon is hiring Back Office Executives for its team. This is a great opportunity for freshers and experienced people who want to work in a top company. The job is

simple, and you can do it from home. You will be handling data, managing records, and helping in office work. If you are looking for **part-time jobs near me, remote jobs, work from home jobs, or fast job opportunities**, this job is a good fit for you.

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Responsibilities:

- Work on data entry and maintain records.
- Manage files and documents on the system.
- Support other teams with back-office tasks.
- Check for errors and correct them.
- Work with MS Office and other tools.
- Help with emails and reports.
- Follow company rules and complete tasks on time.

Skills Required:

- Basic knowledge of computers.
- MS Office (Word, Excel, PowerPoint) skills.
- Good typing speed and accuracy.
- Attention to detail and problem-solving.
- Ability to work independently.
- Good communication skills.

Qualifications:

- 12th Pass, Graduate, or Postgraduate from any stream.
- No specific degree required, but computer knowledge is a plus.

Experience:

- Freshers and experienced candidates can apply.
- Training will be given to new employees.

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How to Apply?

Interested candidates can apply online through the official Amazon website. **Free job alert for those looking for a fast job.** Apply soon before the last date!

Apply Now Links

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

[Indians "Apply Now Online! – Work From Home Jobs – 2+ Exp. and Fresher Required"](#)

[Indians Apply for Workers, Work From Home, Official, and Admin Posts](#)

If you are Indian Apply to our Renowned Client Vacancies for [2+ Year Experience](#) Candidates, [Freshers](#) are also Allowed. You must Fill in all the Details and [Upload C.V/Resume](#) to get Selected Quickly. [Click Here to Apply](#)

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