

Emami Careers 2023 – Fast Job – Back Office Coordinator Post

Hiring organization
Emami

Job Location

India
Remote work from: IND

Date posted
June 24, 2023

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Valid through
31.12.2023

Base Salary

Rs. 25,000 - Rs. 50,000

APPLY NOW

Qualifications

10th,12th passed/Graduate

Employment Type

Full-time

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Description

Emami Recruitment 2023

The Back Office Coordinator is responsible for providing administrative and support services to the back office team. The ideal candidate will be organized, detail-oriented, and have excellent communication skills.

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Responsibilities:

- Enter data into computer systems accurately and efficiently
- Maintain accurate and up-to-date files and records
- Schedule appointments and meetings
- Answer phones and provide customer service
- Order office supplies
- Other administrative tasks as assigned

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Skills:

- Excellent communication skills, both written and verbal
- Proficient in Microsoft Office Suite
- Ability to work independently and as part of a team

Important Links

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

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