

Emami Career 2023 – Work From Home Jobs – Back Office Assistant Post

Hiring organization
Emami

Job Location

India
Remote work possible

Date posted
June 24, 2023

Valid through
30.09.2025

Base Salary

Rs. 25,000 - Rs. 50,000

APPLY NOW

Qualifications

Graduate, BA, BS

Employment Type

Full-time

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Description

Emami Jobs in India

Job Title: Back Office Assistant

Department: Administration

Reports To: Back Office Manager

Summary:

The Back Office Assistant is responsible for providing administrative support to the Back Office team. This includes a variety of tasks, such as data entry, filing, scheduling appointments, and answering phones. The ideal candidate will be a highly organized and detail-oriented individual with 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

Skills:

- Excellent typing and keyboarding skills

- Strong attention to detail
- Ability to work independently and as part of a team
- Excellent organizational skills
- Proficiency in Microsoft Office Suite

Qualifications:

- High school diploma or equivalent
- 1-2 years of experience in a back office or administrative role
- Proficiency in Microsoft Office Suite
- Excellent typing and keyboarding skills

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

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