



<https://jobquest.jobsworld.com/job/lt-careers-free-job-alert-back-office-work-from-home/>

L&T Careers – Free Job Alert – Back Office Work From Home

Job Location

India

Remote work from: IN; US; AU; NZ; HK; JP; KZ; MY; SG; TW; TH; UZ; VN; AT; BY; BE; DK; FR; DE; GR; NL; RU; ES; CH; UK; GB; DZ; KW; MA; QA; SA; MX; AE; CA; GT; DO

(adsbygoogle = window.adsbygoogle || []).push({});

Base Salary

Rs. 14 - Rs. 24

Qualifications

Graduate, Post Graduate

(adsbygoogle = window.adsbygoogle || []).push({});

(adsbygoogle = window.adsbygoogle || []).push({});

Employment Type

Full-time, Work From Home

Description

L&T Recruitment 2024

Are you a detail-oriented individual with a knack for organization? Do you thrive in a fast-paced environment and enjoy tackling diverse tasks? If so, we encourage you to consider this exciting opportunity to join Larsen & Toubro (L&T), a multinational conglomerate with a presence across engineering, construction, and technology.

Why Join L&T in this Role?

In this dynamic role, you'll play a pivotal role in supporting our back-office operations, ensuring smooth functioning through meticulous data entry and administrative tasks. You'll have the opportunity to contribute to a company renowned for its innovation and commitment to excellence.

L&T Jobs Near Me

L&T offers a dynamic work environment that fosters continuous learning and professional development. As a remote position, you can contribute from the comfort of your own space, while collaborating with a talented team across the country.

Job Summary

We are seeking a highly organized and motivated individual to join our growing

Hiring organization

Larsen & Toubro

Date posted

March 20, 2024

Valid through

31.12.2024

APPLY NOW

team as a Data Entry & Support Specialist. You'll be responsible for a variety of tasks, including data entry, document creation and management, filing, and assisting with administrative processes.

```
(adsbygoogle = window.adsbygoogle || []).push({});
```

Key Responsibilities:

- Meticulously enter and maintain accurate data across various platforms.
- Create and manage documents, including reports, presentations, and spreadsheets.
- Maintain efficient filing systems, both physical and electronic.
- Provide administrative support, including scheduling appointments, managing calendars, and handling travel arrangements.
- Respond to inquiries and requests promptly and professionally.
- Contribute to a positive and organized work environment.

Required Skills and Qualifications:

- Minimum qualification of 12th standard or equivalent.
- Strong computer literacy with proficiency in MS Office Suite (Word, Excel, PowerPoint).
- Excellent typing skills with a high degree of accuracy.
- Exceptional attention to detail and a commitment to quality.
- Strong organizational and time management skills.
- Excellent communication and interpersonal skills.
- The ability to work independently and as part of a team.

Experience:

- Prior experience in data entry, back-office support, or a similar role is a plus.

```
(adsbygoogle = window.adsbygoogle || []).push({});
```

If You Want to Get Notifications about Various Jobs, Join our Telegram Channel Now and Get notified Daily about the Latest Jobs



Why Join L&T?

At L&T, we believe in fostering a culture of growth, collaboration, and innovation. You'll have the opportunity to:

- Work on challenging and rewarding projects that contribute to the success of a leading multinational company.
- Learn from experienced professionals and develop your skills through ongoing training and development programs.

- Enjoy a competitive salary and benefits package, including health insurance, paid time off, and retirement plans.
- Be part of a diverse and inclusive work environment that values your unique contributions.

Application Process:

To apply, please submit your resume and a cover letter expressing your interest in the position.

Motivate Yourself to Join Us!

This is a fantastic opportunity to launch your career with a leading company and contribute to a dynamic and innovative work environment. We look forward to hearing from you!

General Overview:

This role offers a unique opportunity to combine your meticulous nature with your organizational skills. You'll play a vital role in ensuring the smooth functioning of our back-office operations and contribute to the success of L&T. If you're looking for a challenging and rewarding career path with a renowned organization, we encourage you to apply!

If You Want to Get Notification about Various Jobs, Join our WhatsApp Channel Now and Get notified Daily about Latest Jobs



Important Links

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

```
(adsbygoogle = window.adsbygoogle || []).push({});
```

```
(adsbygoogle = window.adsbygoogle || []).push({});
```