

Amul Careers 2023 – 2+ Years Exp – Jobs Near Me – Free Job Alert – Back Office Staff Post

Hiring organization
Amul

Job Location

Bengaluru, Karnataka, India
Remote work from: India

Date posted
May 17, 2023

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Valid through
31.12.2023

Base Salary

Rs. 12,000 - Rs. 16,000

APPLY NOW

Qualifications

12th, Graduate

Employment Type

Full-time

Experience

2+ Years Experience Required

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Description

Amul Recruitment 2023

We are seeking a dedicated and detail-oriented individual to join our team as Back Office Staff at Amul. As a Back Office Staff member, you will play an important role in ensuring the smooth functioning of administrative tasks and providing support to various departments.

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Responsibilities:-

1. Data Entry and Documentation: Perform accurate and timely data entry of various documents, invoices, and records. Maintain organized and up-to-date files and databases. Assist in preparing reports, presentations, and other documentation as required.
2. Communication and Coordination: Liaise with internal teams and external stakeholders to facilitate seamless communication and coordination. Respond to inquiries and provide support in a timely and professional manner. Assist in managing emails, phone calls, and other correspondence efficiently.
3. Administrative Support: Provide general administrative support to the office, including managing schedules, appointments, and calendars. Assist in

coordinating meetings, conferences, and travel arrangements. Handle office supplies inventory and ensure the availability of necessary resources.

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Requirements

1. **Organizational Skills:** Strong organizational and time management skills are essential for success in this role. You should be able to handle multiple tasks simultaneously, prioritize effectively, and meet deadlines with attention to detail.
2. **Communication Skills:** Excellent written and verbal communication skills are necessary to interact with colleagues and external stakeholders professionally. You should be able to convey information clearly and concisely.
3. **Computer Proficiency:** Proficiency in MS Office Suite (Word, Excel, PowerPoint) and other relevant software is required. Familiarity with data entry and record-keeping tools will be advantageous. Ability to learn new software and tools quickly is highly desirable.

Important Links

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

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