

## Amul Recruitment 2023 – Amul Careers – Back Office Executive Post

**Hiring organization**  
Amul

### Job Location

Bengaluru, Karnataka, India  
Remote work from: India

**Date posted**  
March 14, 2023

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**Valid through**  
31.12.2025

### Base Salary

Rs. 10,000 - Rs. 13,000

APPLY NOW

### Qualifications

12th, Graduate

### Employment Type

Full-time

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### Description

## Amul Recruitment 2023

The Back Office Executive will report to the Operations Manager.

## Jobs Near Me

### Responsibilities:

- Daily operations of the office
- Support staff with administrative tasks
- Maintain office supplies and equipment
- Coordinate with service providers
- Photocopying, scanning, and faxing

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### Amul Careers

### Skills:

- Proficient in Microsoft Office Suite

- Knowledge of office equipment and procedures
- Strong organizational skills

Excellent communication and interpersonal skills

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

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