

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

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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.

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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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