

Amul Recruitment 2023 – Jobs Near Me – Back Office Assistant Posts

Hiring organization
Amul

Job Location

Bengaluru, Karnataka, India
Remote work from: India

Date posted
January 9, 2023

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Valid through
31.12.2025

Base Salary

Rs. 20,000 - Rs. 22,000

APPLY NOW

Qualifications

Graduate

Employment Type

Full-time

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Description

Amul Recruitment 2023

The Back Office Assistant will work closely with the Office Manager in overseeing the day-to-day operations of the office.

Jobs Near Me

Responsibilities:

- Maintain office supplies
- Provide customer service to clients and employees
- Maintains file system by entering and updating data

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Amul Careers

Skills:

- Strong organizational skills
- Minimum of one year administrative experience

Proficient in Microsoft Office Suite

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

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