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

Job Location Bengaluru, Karnataka, India Remote work from: India

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Base Salary Rs. 20,000 - Rs. 22,000

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

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Hiring organization Amul

Date posted January 9, 2023

Valid through 31.12.2025

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