



<https://jobtalent.jobcitylive.com/job/apple-recruitment-2023-jobs-near-me-back-office-admin-post/>

Apple Recruitment 2023 – Jobs Near Me – Back Office Admin Post

Hiring organization
Apple

Job Location

India
Remote work from: India

Date posted
March 22, 2023

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Valid through
31.12.2025

Base Salary

Rs. 12,000 - Rs. 27,000

APPLY NOW

Qualifications

Post Graduate

Employment Type

Full-time

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Description

Apple Recruitment 2023

The Back Office Admin is responsible for providing back office support to the company. This includes, but is not limited to, answering and directing phone calls, data entry, preparing and organizing documents, and managing company calendars.

Apple Jobs Near Me

Responsibilities:

- Answering and directing phone calls
- Data entry
- Preparing and organizing documents
- Managing company calendars

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Apple Careers

The ideal candidate for this role has excellent organizational skills, is detail-oriented, and has a strong interest in working in a fast-paced environment.

Qualifications:

- Organizational skills

- Detail-oriented

Strong interest in working in a fast-paced environment.

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

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