

Dabur Recruitment 2023 – Jobs Near Me – Back Office Admin post

Hiring organization
Dabur

Job Location

India
Remote work from: India

Date posted
March 2, 2023

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Valid through
31.12.2025

Base Salary

Rs. 10,000 - Rs. 18,000

APPLY NOW

Qualifications

12th pass, Graduate.

Employment Type

Full-time

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Description

Dabur Recruitment 2023

This Back Office Admin role is responsible for performing a wide range of administrative tasks, including preparing presentations and reports, data entry, and coordinating logistics.

Dabur Jobs Near Me

Responsibilities:

- Assist with the preparation of presentations, reports, and other documents.
- Coordinate logistics for events and meetings.
- Maintain records and files.

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Dabur Careers

Qualifications:

- Proven experience as a back-office administrator or in a similar role.
- Strong organizational skills and attention to detail.
- Excellent written and verbal communication skills.

Important Links [Familiarity with Microsoft Office Suite](#)

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

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