Amazon Recruitment 2023 – Job Alert – Back Office Assistant Posts

Hiring organization
Amazon

Job Location
India
Remote work from: India

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Date posted
May 6, 2023

Valid through
31.12.2023

APPLY NOW

Base Salary
USD 13,000 - USD 18,000

Qualifications
12th Passed/ Graduate

Employment Type
Full-time

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Description

Amazon Recruitment 2023

We are looking for a talented and ambitious individual for the position of Back Office Assistant. The ideal candidate will have strong organizational skills, attention to detail, and the ability to multitask. They will be responsible for providing administrative support to the team and ensuring that all tasks are completed in a timely and accurate manner.

Amazon Jobs Near Me

Responsibilities:

• Provide administrative support to the team

• Manage and update databases

• Generate reports and analyze data

• Input and edit data

• Organize and track files

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Amazon Careers

Requirements:

• Proven experience as a Back Office Assistant or in a similar role

• Strong organizational skills, attention to detail, and the ability to multit

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

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