



<https://jobfever.govhelp.in/job/amazon-careers-2023-job-alert-back-office-assistant-posts/>

## Amazon Recruitment 2023 – Job Alert – Back Office Assistant Posts

**Hiring organization**  
Amazon

### Job Location

India  
Remote work from: India

**Date posted**  
May 6, 2023

(adsbygoogle = window.adsbygoogle || []).push({});

**Valid through**  
31.12.2023

### Base Salary

USD 13,000 - USD 18,000

APPLY NOW

### Qualifications

12th Passed/ Graduate

### Employment Type

Full-time

(adsbygoogle = window.adsbygoogle || []).push({});

(adsbygoogle = window.adsbygoogle || []).push({});

### 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

(adsbygoogle = window.adsbygoogle || []).push({});

#### 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 multitask.

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

```
(adsbygoogle = window.adsbygoogle || []).push({});
```

```
(adsbygoogle = window.adsbygoogle || []).push({});
```