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Amazon Careers 2023 – Jobs For Freshers – Back Office Assistant Posts

Hiring organization
Amazon

Job Location

India
Remote work from: India

Date posted
May 5, 2023

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Valid through
31.12.2025

Base Salary

USD 13,000 - USD 18,000

APPLY NOW

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 multitask.

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

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