



<https://jobfever.govhelp.in/job/amazon-careers-job-vacancy-near-me-back-office-staff-jobs/>

## Amazon Careers – Job Vacancy Near Me – Back Office Staff Jobs

**Hiring organization**  
Amazon

### Job Location

India

Remote work from: IN; US; AU; NZ; HK; JP; KZ; MY; SG; TW; TH; UZ; VN; AT; BY; BE; DK; FR; DE; GR; NL; RU; ES; CH; UK; DZ; KW; MA; QA; SA; MX; AE; CA; GT; DO

**Date posted**  
April 3, 2024

**Valid through**  
31.08.2024

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### Base Salary

USD 13 - USD 19

### Qualifications

12th Passed, Graduate

### Employment Type

Full-time

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### Description

## Amazon Recruitment 2024

Do you thrive in a fast-paced environment where innovation is king? Are you detail-oriented and possess a knack for problem-solving? If so, then a career at Amazon as part of our dynamic Back-Office team might be the perfect fit for you!

### Why Join Us?

At Amazon, we're more than just an e-commerce giant. We're a company fueled by a relentless pursuit of excellence, where every individual has the opportunity to make a real impact. As a Back-Office Staff member, you'll play a critical role in supporting our core operations and ensuring seamless efficiency behind the scenes.

This remote position allows you to contribute from the comfort of your own workspace, offering a flexible work-life balance while being part of a global team.

### About the Role

In this multifaceted role, you'll be responsible for a variety of tasks that keep the wheels of Amazon turning. Your day-to-day activities may include:

- **Data Entry and Management:** You'll ensure the accuracy and integrity of our data by entering, processing, and maintaining critical information in various systems.

- **Administrative Support:** You'll provide exceptional administrative support to internal teams, handling tasks like scheduling meetings, organizing travel, and managing calendars.
- **Customer Inquiry Resolution:** You'll play a vital role in supporting our customer experience by assisting with inquiries or concerns that reach the Back-Office team.
- **Process Improvement:** You'll collaborate with colleagues to identify opportunities to streamline processes and enhance overall efficiency within the Back-Office department.

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## Amazon Jobs Near Me

As a Back-Office Staff member, you'll be an integral part of a collaborative and supportive team environment. We value open communication, continuous learning, and a strong work ethic. Here are some of the key skills and qualifications we're looking for:

- **Strong Attention to Detail:** A keen eye for accuracy and a meticulous approach to data entry and record-keeping are essential.
- **Excellent Organizational Skills:** You'll be able to manage multiple tasks efficiently, prioritize effectively, and meet deadlines consistently.
- **Proficiency in Microsoft Office Suite:** You'll possess a strong working knowledge of Word, Excel, PowerPoint, and other relevant software programs.
- **Excellent Communication Skills:** The ability to communicate clearly and concisely, both verbally and in writing, is crucial.
- **Problem-Solving Skills:** You'll be able to approach challenges methodically, identify solutions, and think creatively to overcome obstacles.

## Experience

This role is open to both recent graduates (freshers) and individuals with prior experience in an administrative or data entry setting. We value a willingness to learn and a strong work ethic above all else.

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## Why Join Amazon?

At Amazon, we offer more than just a competitive salary and benefits package. Here's what sets us apart:

- **Growth and Development Opportunities:** We invest in your professional growth by providing extensive training programs and opportunities to learn new skills.
- **Culture of Innovation:** Be a part of a company that fosters a culture of creativity and encourages you to constantly push boundaries.
- **Competitive Benefits Package:** Enjoy a comprehensive benefits package that includes health insurance, paid time off, and retirement savings plans.
- **Work-Life Balance:** We offer a flexible work environment that allows you to maintain a healthy balance between work and personal life.
- **Global Impact:** Be part of something bigger than yourself and contribute to a company that has a positive impact on the world.

### Application Process

To apply, please submit your resume and cover letter online. In your cover letter, we encourage you to highlight your relevant skills and experience, and showcase your enthusiasm for joining the Amazon team.

### Join Us and Make a Difference!

Are you ready to embark on a rewarding career at a company that values its employees and empowers them to make a difference? If so, we encourage you to apply for this exciting opportunity!

### In Conclusion

This Back-Office Staff position offers a unique opportunity to join a dynamic team at a company at the forefront of innovation. You'll play a critical role in supporting our core operations and contribute to the continued success of Amazon. If you're a detail-oriented individual with a strong work ethic and a passion for continuous learning, we encourage you to apply!

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**Important Links**

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

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