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IBM Careers 2023 – Fast Job – Back Office Coordinator Job

Hiring organization
IBM

Job Location

India
Remote work from: IND

Date posted
October 21, 2023

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Valid through
31.12.2023

Base Salary

USD 26,500 - USD 32,200

APPLY NOW

Qualifications

Graduate

Employment Type

Full-time

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Description

IBM Recruitment 2023

IBM is looking for a passionate and organized Back Office Coordinator to join our growing team. The ideal candidate will be a highly motivated and results-oriented individual with excellent administrative and communication skills. You will be responsible for providing a variety of administrative support to the back office team, including managing and processing paperwork, scheduling appointments, and coordinating with vendors and suppliers.

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IBM Jobs Near Me

Responsibilities:

- Manage and process paperwork, such as invoices, contracts, and purchase orders
- Schedule appointments and meetings
- Coordinate with vendors and suppliers
- Provide general administrative support to the back office team, such as answering phones, managing emails, and preparing reports
- Maintain a clean and organized work environment
- Perform other duties as assigned

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IBM Careers

Skills

- Excellent administrative and communication skills
- Ability to work independently and as part of a team
- Strong organizational and time management skills
- Proficiency in using computers and office software
- Knowledge of IBM's back office processes and procedures (a plus)

Qualifications

- High school diploma or equivalent
- 0-2 years of experience in an administrative role (a plus)

Important Links Freshers (considered)

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

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