



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

## P&G Careers 2023 – Jobs Alert – Back Office Assistant Jobs

**Hiring organization**  
P&G

### Job Location

India  
Remote work from: IND

**Date posted**  
July 15, 2023

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**Valid through**  
31.12.2023

### Base Salary

USD 15,000 - USD 18,000

APPLY NOW

### Qualifications

12th/Graduate

### Employment Type

Full-time

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### Description

#### P&G Recruitment 2023

The Back Office Assistant is responsible for providing administrative support to P&G's employees and customers.

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#### P&G Jobs Near Me

#### Responsibilities:

- Answer phones and respond to emails in a timely and professional manner.
- Schedule appointments and keep track of calendars.
- File and organize documents in a systematic and efficient manner.
- Provide customer service to P&G's employees and customers.
- Other administrative duties as assigned.

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#### P&G Careers

#### Requirements:

- Excellent communication skills.
- Proficient in Microsoft Office Suite.
- Ability to work independently and as part of a team.
- Friendly and professional demeanor.

## Important Links

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

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