



**Abbott**

<https://bestjob.jobsareahub.com/job/abbott-india-ltd-recruitment-2023-2years-experience-required-back-office-admin-post/>

## Abbott India Ltd Recruitment 2023 – 2+Years Experience Required – Back Office Admin Post

**Hiring organization**  
Abbott India Ltd

### Job Location

India  
Remote work from: India

**Date posted**  
May 3, 2023

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**Valid through**  
31.12.2025

### Base Salary

Rs. 44,000 - Rs. 54,000

APPLY NOW

### Qualifications

Graduate

### Employment Type

Full-time

### Experience

2+Years Experience Required

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### Description

## Abbott India Ltd Recruitment 2023

The Back Office Admin will be responsible for the overall maintenance of the office, including but not limited to; ordering office supplies, managing vendor relationships, maintaining the office equipment, and overseeing building and property maintenance. The ideal candidate will possess excellent organizational skills and a commitment to customer service.

### Abbott India Ltd Jobs Near Me

The Back Office Admin will provide support to the HR and Operations teams. They will be responsible for handling office duties, managing employee files, and ensuring that the office is running smoothly.

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### Abbott India Ltd Careers

The Back Office Staff is responsible for performing a variety of clerical and administrative tasks in order to support the smooth operation of our business.

### Responsibilities:

- Perform data entry and maintenance
- Prepare and organize documents for filing
- Answer phones and respond to emails
- Provide customer service support

**Qualifications:**

- High school diploma or equivalent
- Experience with Microsoft Office Suite
- Strong attention to detail and accuracy
- Ability to prioritize and manage multiple tasks simultaneously.

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

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