



**Abbott**

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

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

### Job Location

India  
Remote work from: India

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### Base Salary

Rs. 24,000 - Rs. 34,000

### Qualifications

Graduate

### Employment Type

Full-time

### Experience

2+Years Experience Required

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### Description

## Abbott India Ltd Recruitment 2023

The Back Office Coordinator will support the Director of the Back Office with the overall functioning of the Back Office Department. T

### Abbott India Ltd Jobs Near Me

His includes but is not limited to, preparing and organizing documentation, coordinating and scheduling meetings, preparing and submitting departmental reports, and maintaining communication with other departments.

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### Abbott India Ltd Careers

This position is also responsible for developing and implementing standard operating procedures for the back office.

### Responsibilities:

- Maintain databases
- Manage invoicing process
- Oversees shipping process

### Hiring organization

Abbott India Ltd

### Date posted

May 6, 2023

### Valid through

31.12.2025

APPLY NOW

-Develop and implement standard operating procedures

**Qualifications:**

-Bachelor's degree in business or related field

-At least two years of experience in a back office role

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

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