



Abbott

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

Hiring organization
Abbott India Ltd

Date posted
May 6, 2023

Valid through
31.12.2025

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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

-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

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