



Abbott

<https://bestjob.jobsareahub.com/job/abbott-india-ltd-recruitment-2023-apply-online-back-office-coordinator-jobs/>

Abbott India Ltd Recruitment 2023 – Apply Online – Back Office Coordinator Jobs

Hiring organization
Abbott India Ltd

Job Location

India
Remote work from: India

Date posted
January 23, 2023

(adsbygoogle = window.adsbygoogle || []).push({});

Valid through
31.12.2023

Base Salary

Rs. 25,000 - Rs. 30,000

APPLY NOW

Qualifications

Graduate

Employment Type

Full-time

(adsbygoogle = window.adsbygoogle || []).push({});
(adsbygoogle = window.adsbygoogle || []).push({});

Description

Abbott India Ltd Recruitment 2023

Accounts Payable, Accounts Receivable, and Payroll. The Back Office Coordinator must be able to work independently in a fast paced environment.

Jobs Near Me

Qualifications:

- High school diploma or equivalent
- At least 2 years of experience in a back office or administrative role
- Strong organizational skills and attention to detail
- Demonstrated ability to successfully manage multiple tasks simultaneously

(adsbygoogle = window.adsbygoogle || []).push({});

Apply Online Jobs

The ideal candidate will have strong organizational skills, attention to detail, and a demonstrated ability to successfully manage multiple tasks simultaneously.

Responsibilities:

- Process all invoices in a timely manner
- Prepare and issue purchase orders
- Maintain records of inventory
- Coordinate with vendors and internal departments to resolve discrepancies

Other related duties as assigned

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

(adsbygoogle = window.adsbygoogle || []).push({});

(adsbygoogle = window.adsbygoogle || []).push({});