



**Abbott**

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

## Abbott India Ltd Recruitment 2023 – Apply Online – Back Office Coordinator Post

**Hiring organization**  
Abbott India Ltd

### Job Location

India  
Remote work from: India

**Date posted**  
January 21, 2023

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**Valid through**  
31.12.2023

### Base Salary

Rs. 25,000 - Rs. 30,000

APPLY NOW

### Qualifications

Graduate

### Employment Type

Full-time

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### 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

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### 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**

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