



Abbott

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

Hiring organization

Abbott India Ltd

Job Location

India

Remote work from: India

Date posted

January 24, 2023

Valid through

31.12.2023

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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.

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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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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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