

Accenture Recruitment 2023 – Jobs Near Me – Front Office Admin Job

Hiring organization
Accenture

Job Location

India
Remote work from: India

Date posted
February 23, 2023

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Valid through
30.09.2023

Base Salary

Rs. 27,000 - Rs. 30,000

APPLY NOW

Qualifications

Graduate

Employment Type

Full-time, Work From Home

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Description

Accenture Recruitment 2023

This will include maintaining schedules, filing, preparing meeting materials, and organizing office operations.

Accenture Jobs Near Me

Qualifications:

- Experience with Microsoft Office Suite
- Bachelor's degree or equivalent experience
- Excellent organizational skills
- Strong attention to detail
- Ability to work independently

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Work From Home Jobs

The Front Office Admin will be responsible for providing overall support to the front office team. This will include providing administrative support, preparing reports and maintaining databases.

Responsibilities:

- Manage and coordinate front office operations

- Prepare reports and maintain databases
- Assist with client interactions
- Provide administrative support

Proficient in Excel and SQL

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

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