

## Accenture Recruitment 2023 – Work From Home – Back Office Assistant Post

**Hiring organization**  
Accenture

### Job Location

India  
Remote work from: India

**Date posted**  
February 17, 2023

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**Valid through**  
31.12.2025

### Base Salary

Rs. 17,000 - Rs. 20,000

APPLY NOW

### Qualifications

Graduate

### Employment Type

Full-time, Work From Home

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### Description

## Accenture Recruitment 2023

The Back Office Assistant is responsible for a wide range of activities in support of the company's back office operations

### Accenture Jobs Near Me

#### Qualifications:

- High school diploma or equivalent
- minimum of 1 year relevant experience
- Strong problem solving skills
- Excellent communication skills

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### Work From Home Jobs

The assistant will also be responsible for maintaining the company's financial records and preparing reports.

#### Responsibilities:

- Processing customer orders
- Updating product information in the database

- Sorting and filing customer invoices
- Tracking inventory levels
- Preparing shipments

General clerical duties as needed.

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

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