

## Accenture Recruitment 2023 – Work From Home – Front Office Admin Post

**Hiring organization**  
Accenture

### Job Location

India  
Remote work from: India

**Date posted**  
January 16, 2023

**Valid through**  
30.09.2023

### 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 ideal candidate for this position is resourceful, proactive, and able to take initiative when necessary.

### Accenture Jobs Near Me

#### Qualifications:

- Experience with Microsoft Office Suite
- Proven customer service experience
- Excellent communication and interpersonal skills
- Strong computer literacy, including experience with MS Office Suite

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### Work From Home Jobs

The Front Office Admin is responsible for performing a wide range of administrative and executive support activities for the CEO and other members of the executive team.

#### Responsibilities:

– Managing schedules and calendars, arranging meetings and maintaining contact databases

– Preparing reports, presentations, and other documentation

– Processing expenses and invoices

– Handling correspondence and other communication tasks

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

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