

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

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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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