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Asian Paint Recruitment 2023 - 2+ Years Experience Required - Back Office Assistant Post

Hiring organization
Asian Paint

Job Location

India
Remote work from: India

Date posted
July 5, 2023

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Valid through
31.12.2025

Base Salary

Rs. 40,000 - Rs. 80,000

APPLY NOW

Qualifications

Graduate.

Employment Type

Full-time

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Description

Asian Paint Recruitment 2023

Position: Back Office Assistant

Company: Asian Paints (Specify the location if required)

About Asian Paints: Asian Paints is a leading paint manufacturing company known for its high-quality products and innovative solutions. We are currently seeking a dedicated and detail-oriented individual to join our team as a Back Office Assistant. This is an excellent opportunity for freshers to kickstart their career in a reputed organization and gain valuable experience in back-office operations.

Responsibilities:

- Perform data entry tasks, including updating and maintaining records in the company database.
- Process and manage documentation, ensuring accuracy and completeness.
- Assist in managing and organizing company files and documents.
- Handle incoming and outgoing correspondence, such as emails and phone calls, and redirect them as necessary.
- Support administrative tasks, including scheduling appointments, managing calendars, and coordinating meetings.
- Assist in preparing reports, presentations, and other business documents.
- Collaborate with other departments to facilitate smooth communication and workflow.
- Monitor inventory levels and assist in procurement activities when required.

- Ensure compliance with company policies and procedures.
- Maintain a clean and organized work environment.

Skills and Qualifications:

- Bachelor’s degree in business administration, marketing, or a related field
- 3+ years of experience in customer service management
- Strong understanding of the paint industry
- Excellent written and verbal communication skills
- Ability to work independently and as part of a team
- Strong customer service skills
- Ability to work under pressure and meet deadlines
- Proficiency in Microsoft Office Suite
- High school diploma or equivalent qualification. Additional certifications or courses in office administration is a plus.
- Strong attention to detail and accuracy.
- Proficient computer skills, including knowledge of Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) and data entry software.
- Good communication skills, both written and verbal.
- Ability to prioritize tasks and meet deadlines.
- Strong organizational and multitasking abilities.
- Ability to work independently as well as in a team.
- Basic knowledge of office equipment, such as printers, scanners, and photocopy machines.
- Positive attitude and willingness to learn.

Experience:

Important Links Freshers are welcome to apply. No prior experience is required for this role. **Find the Link in [Apply Now](#) Button**

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