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Asian Paint Recruitment 2023 – 2+Years Experience Required – Back Office Admin Post

Hiring organization
Asian Paint

Job Location

India
Remote work from: India

Date posted
March 31, 2023

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Valid through
31.12.2025

Base Salary

Rs. 25,000 - Rs. 30,000

APPLY NOW

Qualifications

Graduate.

Employment Type

Full-time

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Description

Asian Paint Recruitment 2023

The Back Office Admin is responsible for providing administrative support to the front office. Duties may include, but are not limited to: preparing / reviewing documents, maintaining files and records, overseeing office supplies, and coordinating scheduling and travel arrangements. The ideal candidate will have excellent organizational skills and be able to prioritize and manage multiple tasks simultaneously.

Asian Paint Jobs Near Me

Qualifications:

- -High School Diploma or equivalent
- -3 years of administrative experience
- -Proficient in Microsoft Office Suite

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Asian Paint Jobs For Freshers

They will be responsible for developing a customer experience strategy and executing tactics that improve customer engagement and satisfaction.

Responsibilities:

1. -Prepare documents, including contracts, proposals, letters, and reports
2. -Maintain files and records
3. -Order and track office supplies
4. -Coordinate scheduling and travel arrangements

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