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Dabur Recruitment 2023 – Jobs For Freshers – Back Office Coordinator Job

Hiring organization
Dabur

Job Location

India
Remote work from: India

Date posted
January 18, 2023

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Valid through
31.12.2023

Base Salary

Rs. 25,000 - Rs. 30,000

APPLY NOW

Qualifications

Graduate

Employment Type

Full-time

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Description

Dabur Recruitment 2023

This includes, but is not limited to, maintaining files and records, preparing and issuing mail and packages, preparing documents and reports.

Jobs Near Me

Qualifications:

- High school diploma or equivalent
- Minimum of one year experience in a back office or administrative support role
- The Back Office Coordinator should have a degree in business administration or a related field.

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Work From Home Jobs

The Back Office Coordinator is responsible for providing back office support to the sales team. Duties will include data entry.

Responsibilities:

- Data entry

- Customer service
- Other administrative tasks
- Prepare and issue mail and packages
- Prepare documents and reports

Order and track office supplies

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

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