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Google Recruitment 2023 – 2+Years Exp. – Work From Home Jobs – Back Office Assistant Post

Hiring organization

Google

Date posted

July 5, 2023

Valid through

31.12.2023

APPLY NOW

Job Location

India

Remote work from: India

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Base Salary

Rs. 25,000 - Rs. 51,000

Qualifications

Graduate

Employment Type

Full-time

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Description

Google Recruitment 2023

Sure, here is a professional job description for a Back Office Assistant position at Google:

Job Title: Back Office Assistant

Department: Office Operations

Reports to: Back Office Manager

Summary:

The Back Office Assistant is responsible for providing administrative support to the back office team at Google. The ideal candidate will be a detail-oriented and organized individual with excellent communication and interpersonal skills.

Responsibilities:

- Handle administrative tasks, such as filing, copying, and scanning
- Maintain the back office area in a clean and organized manner
- Assist with data entry and analysis
- Coordinate with other departments to ensure smooth operations
- Provide customer service support to back office team members

Skills:

Google

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- Excellent communication and interpersonal skills
- Ability to work independently and as part of a team
- Proficiency in Microsoft Office Suite
- Ability to learn new software quickly
- Attention to detail

Qualifications:

- High school diploma or equivalent
- 1-2 years of experience in an administrative or customer service setting
- Strong attention to detail
- Ability to work under pressure

Experience as a Fresher:

- The ideal candidate will have a strong interest in administrative support and a desire to learn about the tech industry.
- The candidate should be eager to learn and grow, and have a positive attitude.
- The candidate should be able to work independently and as part of a team.

Benefits:

- Competitive salary and benefits package
- Opportunity to work with a leading technology company
- Chance to make a difference in the lives of Google's employees

Important Links

Challenging and rewarding work environment

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