



<https://bestjob.jobsareahub.com/job/google-recruitment-2023-2years-exp-work-from-home-jobs-back-office-assistant-post/>

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

Hiring organization

Google

Date posted

July 4, 2023

Valid through

31.12.2023

APPLY NOW

Job Location

India

Remote work from: India

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Base Salary

Rs. 34,000 - Rs. 51,000

Qualifications

Graduate

Employment Type

Full-time

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Description

Google Recruitment 2023

Position: Back Office Assistant

Location: [Google Recruitment]

About [Company Name]: [Company Name] is a globally renowned technology company that specializes in internet-related products and services. We are committed to providing innovative solutions and empowering individuals and businesses worldwide. As a Back Office Assistant at Google, you will play a crucial role in supporting our operations and ensuring seamless workflow. This is an exciting opportunity for freshers to kickstart their career and be part of a dynamic and forward-thinking organization.

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Google Careers

Responsibilities:

- Perform various administrative tasks to support the back-office operations.
- Manage and maintain data entry and database management tasks.
- Handle and organize documents, files, and records.
- Assist in managing schedules, appointments, and travel arrangements.
- Coordinate and communicate with internal teams and external stakeholders.
- Support the team in preparing reports, presentations, and documentation.

- Monitor and respond to emails, inquiries, and requests in a timely manner.
- Ensure data accuracy and integrity by conducting regular quality checks.
- Assist in organizing and coordinating meetings, conferences, and events.
- Maintain office supplies and equipment inventory.
- Adhere to company policies and procedures, ensuring confidentiality and data security.

Work From Home Jobs

Qualifications:

1. Skills and Qualifications:

- Bachelor's degree in a relevant field or equivalent work experience.
- Strong attention to detail and organizational skills.
- Proficient in using office productivity tools such as Microsoft Office Suite.
- Excellent communication skills, both written and verbal.
- Ability to multitask and prioritize tasks effectively.
- Strong problem-solving and decision-making abilities.
- High level of professionalism and integrity.
- Ability to work both independently and collaboratively in a team environment.
- Familiarity with data entry and management processes.
- Freshers with a strong academic background and a passion for administrative work are encouraged to apply.

Important Links

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

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