

Infosys Recruitment 2023 – Work From Home Jobs – Back Office Coordinator Post

Hiring organization
Infosys

Job Location

India
Remote work from: India

Date posted
January 14, 2023

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Valid through
31.12.2025

Base Salary

Rs. 20,000 - Rs. 35,000

APPLY NOW

Qualifications

12th Passed/Graduate

Employment Type

Full-time, Work From Home

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Description

Infosys Recruitment 2023

The ideal candidate for this role has a Bachelor's degree or equivalent experience in a quantitative field, at least 0 – 2 years of experience in quantitative analytics or data modeling, and fluency in a programming language.

Infosys Jobs Near Me

Qualifications:

- High school diploma or equivalent
- Minimum of one year experience in a back office or administrative support role
- Knowledge of basic accounting and bookkeeping procedures
- Strong organizational skills and attention to detail
- Ability to work independently

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Infosys Jobs For Freshers

The Back Office Coordinator is responsible for the overall coordination and operations of the back office. This includes, but is not limited to, maintaining files and records.

Responsibilities:

- Maintain files and records
- Prepare and issue mail and packages
- Prepare documents and reports
- Order and track office supplies

Provide general administrative support to back office staff.

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

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