

Intas Pharmaceuticals Ltd Recruitment 2023 - Apply Online - Back Office Assistant Post

Hiring organization
Intas Pharmaceuticals Ltd

Job Location

India
Remote work from: India

Date posted
January 21, 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

Intas Pharmaceuticals Ltd Recruitment 2023

The Back Office Assistant will be responsible for performing a variety of administrative and support duties for the Back Office Department.

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Qualifications:

- High school diploma or equivalent
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- At least one year of experience in an administrative or support role
- Familiarity with Microsoft Office Suite

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Apply Online Jobs

Primary responsibilities include handling the day-to-day operations of the back office and providing support to the team.

Responsibilities:

- General bookkeeping including accounts payable and receivable, invoicing, and data entry
- Coordinating and managing logistics including shipping, receiving, and inventory

- Processing customer orders and requests

Generating reports and tracking key performance indicators

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

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