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Laurus Labs Limited Recruitment 2023 – 2+Years Experience Required – Back Office Admin Post

Hiring organization

Laurus Labs Limited

Date posted

May 3, 2023

Valid through

31.12.2023

APPLY NOW

Job Location

India

Remote work from: India

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Base Salary

Rs. 35,000 - Rs. 45,000

Qualifications

Graduate

Employment Type

Full-time

Experience

2+Years Experience Required

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Description

Laurus Labs Limited Recruitment 2023

We are looking for a Back Office Admin to support our corporate operations. Your primary responsibility will be to provide administrative and clerical support to our team.

Laurus Labs Limited Jobs Near Me

The role of the back office administrative post is to support the smooth running of the office by providing clerical and administrative support to the organization. The duties of this role may vary but will typically include:

Qualifications:

- Organizational skills
- Detail-oriented
- Bookkeeping and accounting experience
- Strong attention to detail
- Strong organizational skills

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Laurus Labs Limited Careers

The Back Office Admin must be able to manage and organize these tasks in an efficient and effective manner.

Responsibilities:

- Bookkeeping: Prepare and maintain financial statements, invoices, and other financial documents
- Accounts Payable: Process accounts payable and vendor payments
- Human Resources: Maintain employee records, prepare payroll, and file

associated taxes

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