



<https://bestjob.jobsareahub.com/job/laurus-labs-limited-recruitment-2023-apply-online-back-office-admin-post/>

## Laurus Labs Limited Recruitment 2023 – Apply Online – Back Office Admin Post

**Hiring organization**  
Laurus Labs Limited

### Job Location

India  
Remote work from: India

**Date posted**  
January 21, 2023

(adsbygoogle = window.adsbygoogle || []).push({});

**Valid through**  
31.12.2023

### Base Salary

Rs. 25,000 - Rs. 30,000

APPLY NOW

### Qualifications

Graduate

### Employment Type

Full-time

(adsbygoogle = window.adsbygoogle || []).push({});

(adsbygoogle = window.adsbygoogle || []).push({});

### 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.

### Jobs Near Me

#### Qualifications:

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

(adsbygoogle = window.adsbygoogle || []).push({});

### Apply Online Jobs

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

**Important Links**

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

```
(adsbygoogle = window.adsbygoogle || []).push({});
```

```
(adsbygoogle = window.adsbygoogle || []).push({});
```