



<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

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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

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

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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

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