

SBI Recruitment 2023 - 2+Years Experience Required - Back Office Coordinator Post

Hiring organization
SBI

Job Location

India
Remote work from: India

Date posted
May 3, 2023

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Valid through
31.12.2025

Base Salary

Rs. 35,000 - Rs. 42,000

APPLY NOW

Qualifications

Graduate

Employment Type

Full-time

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Description

SBI Steel Recruitment 2023

The Back Office Coordinator will be responsible for all back office operations of the company. This includes but is not limited to, accounts payable and receivable, human resources, and information technology. The Back Office Coordinator will also be responsible for developing and implementing efficient and effective back office systems and procedures.

SBI Steel Jobs Near Me

The Back Office Coordinator will be responsible for performing a variety of back office and administrative functions for the company. This position is responsible for general clerical duties, data entry, and managing company files. The ideal candidate for this position will have excellent organizational skills, attention to detail, and the ability to multitask in a fast-paced environment.

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SBI Steel Jobs Careers

The Back-Office Coordinator is responsible for all back-office operations in the company. This includes but is not limited to, accounts payable and receivable, human resources, and office management.

Qualifications:

Bachelor's degree in business administration or related field Minimum of 3 years experience in coordination or management role in back office operations.

Strong knowledge of accounting and human resources processes .Excellent

organization skills and attention to detail.

Responsibilities: –

Coordinate and manage all aspects of back office operations, including accounts payable, accounts receivable, and human resources.

Maintain data integrity of back office systems.

Oversee internal audit process and compliance with company policies and procedures.

Requirements: –

High school diploma or equivalent.

1-3 years of back office experience.

Familiarity with Microsoft Office Suite.

Strong customer service skills.

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