



Abbott

<https://bestjob.jobsareahub.com/job/abbott-india-ltd-recruitment-2023-all-india-jobs-phone-sales-specialist-post-2/>

Abbott India Ltd Recruitment 2023 – All India Jobs – Phone Sales Specialist Post

Hiring organization
Abbott India Ltd

Job Location

India
Remote work from: India

Date posted
April 26, 2023

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Valid through
31.12.2025

Base Salary

Rs. 35,000 - Rs. 40,000

APPLY NOW

Qualifications

Graduate

Employment Type

Full-time

Experience

2+ Years Experience Required

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Description

Ecom Express Recruitment 2023

The Back Office Admin will provide support to the company's back office operations. This will include, but not be limited to, the following: handling accounts payable and receivable, invoicing, preparing monthly financial reports, and other duties as assigned.

Ecom Express Jobs Near Me

The ideal candidate for this position possess excellent organizational skills, is detail-oriented, able to work independently, and has a strong working knowledge of Microsoft Office Suite.

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Vivo Careers

The Back Office Admin will provide key administrative and operational support to the Back Office team. This role is responsible for data entry, file management, and providing customer service to internal and external stakeholders.

Qualifications

Strong working knowledge of Microsoft Office Suite

Excellent organizational skills

Detail-oriented

Able to work independently.

Responsibilities:

Handle accounts payable and receivable

Invoicing.

Prepare monthly financial reports.

Other duties as assigned.

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