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Amazon Careers – Work From Home Jobs – Back Office Assistant Posts

Hiring organization
Amazon

Job Location

India

Remote work from: IN; US; AU; NZ; HK; JP; KZ; MY; SG; TW; TH; UZ; VN; AT; BY; BE; DK; FR; DE; GR; NL; RU; ES; CH; UK; GB; DZ; KW; MA; QA; SA; MX; AE; CA; GT; DO

Date posted
April 13, 2024

Valid through
31.12.2024

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Base Salary

USD 12 - USD 23

Qualifications

Graduate, Post Graduate

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Employment Type

Full-time, Work From Home

Description

Amazon Careers

Be Part of the Amazon Story: Back Office Assistant

About Amazon

Have you ever wondered how millions of products get delivered at your doorstep? Amazon is the engine behind that magic, with a global network of fulfillment centers, cloud computing services, and a thriving online marketplace. We're a company that's constantly innovating, and we're looking for talented individuals to join our team.

The Position: Back Office Assistant

As a Back Office Assistant at Amazon, you'll play a vital role in keeping our operations running smoothly. You'll be the go-to person for a variety of administrative tasks, providing essential support to different departments within the company.

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Imagine Your Day-to-Day

- **Data Whiz:** You'll be a master of organization, entering and updating data

into spreadsheets and databases with **दककत** (dakkat, accuracy) to ensure everything is clear and up-to-date.

- **Document Superhero:** Keeping track of important papers is your forte! You'll be responsible for creating, organizing, and filing documents to make sure everything is easy to find.
- **Communication Champion:** Whether it's answering emails, responding to inquiries, or forwarding messages, you'll be the friendly voice that keeps the information flowing.
- **Teamwork Makes the Dream Work:** Collaboration is key! You'll work closely with different teams to ensure a smooth workflow and help achieve our goals together.
- **Eagle Eye:** Keeping an eye out for details is important. You'll review data for accuracy and identify any errors that might need fixing.
- **Reporting Ready:** Sometimes, you'll be asked to create reports and summaries based on the information you gather.

Qualities We Admire

- **Organized & Detail-Oriented:** You have a knack for keeping things tidy and can spot mistakes from a mile away.
- **Quick Learner:** You're eager to learn new things and can adapt to new situations easily.
- **Team Player:** You enjoy working with others and are always willing to lend a helping hand.
- **Communication Star:** You can clearly express yourself in writing and verbally, both in person and through emails.
- **Computer Savvy:** You're comfortable using computers and various software programs.
- **Positive Attitude:** You bring a smile and a can-do spirit to everything you do.

Welcome Aboard, Fresher or Experienced!

Whether you're new to the workforce or have some experience under your belt, we welcome applications from all qualified candidates. We value potential and are eager to help you grow in your career.

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Why Amazon?

- **Make an Impact:** Be part of a company that's changing the world, one click at a time.

- **Learn & Grow:** We offer comprehensive training programs and opportunities to develop your skills.
- **Competitive Benefits:** Enjoy a competitive salary package, health insurance, and other great benefits.
- **Innovation Culture:** Be part of a dynamic environment where new ideas are encouraged.
- **Career Development:** We invest in our employees and offer opportunities for advancement.

Ready to Apply?

The application process is simple! Just visit our careers page on <https://hiring.amazon.com/> and search for “Back Office Assistant” positions. We look forward to hearing from you!

Join the Amazon Family!

We're a company built on hard work, innovation, and a commitment to our customers. If you're looking for a challenging and rewarding career, Amazon is the place for you. Here, you'll be surrounded by talented individuals who are passionate about what they do. We offer a positive and collaborative work environment where your contributions are valued.

General Overview

As a Back Office Assistant, you'll play a key role in supporting the smooth operation of our business. You'll be responsible for a variety of administrative tasks, ensuring accuracy, efficiency, and clear communication across different departments.

We can't wait to welcome you to the Amazon team!

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