

Amazon Jobs Part Time/ Back Office Executive – Amazon Work From Home

Hiring organization
Amazon

Job Location

India
Remote work from: IND

Date posted
January 26, 2024

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Valid through
31.08.2024

Base Salary

USD 15 - USD 29

APPLY NOW

Qualifications

12th Passed & Graduate

Employment Type

Full-time, Work From Home

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Description

Amazon Jobs Part Time

As a Back Office Executive at Amazon, you will play a vital role in supporting the efficient functioning of our diverse operations. You will be responsible for a range of administrative tasks, ensuring accuracy and timeliness in all your endeavors. You will have the opportunity to work within a dynamic team, collaborating with colleagues across different departments to achieve shared goals.

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Amazon Careers

Responsibilities:

- **Provide administrative support:**
 - Process invoices and payments
 - Manage data entry and document filing
 - Coordinate internal communication and logistics
 - Assist with customer inquiries and issue resolution
- **Maintain accurate records:**
 - Compile and analyze reports
 - Update databases and spreadsheets
 - Ensure adherence to company policies and procedures
 - Contribute to the continuous improvement of operational processes
- **Collaborate effectively:**
 - Work seamlessly with colleagues across different teams
 - Communicate clearly and concisely, both verbally and in writing
 - Build positive relationships and foster a collaborative work environment

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Amazon Jobs Near Me

Skills:

- Strong organizational and time management skills
- Excellent attention to detail and accuracy
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint)
- Ability to work independently and as part of a team
- Effective communication and interpersonal skills
- Problem-solving skills and ability to prioritize tasks

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