



<https://jobroll.govhelp.in/job/amul-recruitment-2023-jobs-near-me-back-office-coordinator-post/>

## Amul Recruitment 2023 – Jobs Near Me – Back Office Coordinator Post

**Hiring organization**  
Amul

### Job Location

India  
Remote work from: IND

**Date posted**  
August 12, 2023

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**Valid through**  
27.12.2023

### Base Salary

USD 36,000 - USD 56,000

APPLY NOW

### Qualifications

Bachelor's degree

### Employment Type

Full-time

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### Description

## Amul Recruitment 2023

The Back Office Coordinator is responsible for providing administrative support to the Back Office team. This includes tasks such as data entry, filing, scheduling appointments, and managing correspondence. The ideal candidate will be a highly organized and detail-oriented individual with excellent communication and interpersonal skills.

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## Amul Careers

### Responsibilities:

- Enter and maintain data in a variety of systems
- Prepare and process reports
- File and maintain records
- Schedule appointments and coordinate meetings
- Answer phones and provide customer service
- Compose and distribute correspondence
- Other administrative duties as assigned

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## Amul Jobs Near Me

**Skills:**

- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook)
- Excellent organizational and time management skills
- Strong attention to detail
- Excellent communication and interpersonal skills
- Ability to work independently and as part of a team
- Ability to work under pressure and meet deadlines

**Qualifications:**

- Bachelor's degree in business administration or a related field
- 1-2 years of experience in a back office or administrative role
- Strong computer skills
- Excellent communication and interpersonal skills
- Ability to work independently and as part of a team
- Ability to work under pressure and meet deadlines

**Important Links** **Find the Link in [Apply Now](#) Button**

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