



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

Amul Recruitment 2023 – Jobs Near Me – Coordinator Post

Hiring organization
Amul

Job Location

India
Remote work from: IND

Date posted
September 1, 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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