



<https://jobroll.govhelp.in/job/pg-recruitment-2023-all-india-jobs-back-office-assistant-post/>

## P&G Recruitment 2023 – All India Jobs – Back Office Assistant Post

**Hiring organization**  
P&G

### Job Location

India  
Remote work from: India

**Date posted**  
August 12, 2023

(adsbygoogle = window.adsbygoogle || []).push({});

**Valid through**  
31.12.2023

### Base Salary

USD 14,000 - USD 20,000

APPLY NOW

### Qualifications

12th Passed

### Employment Type

Full-time

(adsbygoogle = window.adsbygoogle || []).push({});

### Description

## P&G Recruitment 2023

The Back Office Assistant is responsible for providing administrative support to the Back Office team. This includes a variety of tasks, such as data entry, scheduling, filing, and customer service. The ideal candidate will be organized, detail-oriented, and have excellent communication skills.

(adsbygoogle = window.adsbygoogle || []).push({});

## P&G Careers

### Responsibilities:

- Enter data into various systems and databases
- Schedule appointments and meetings
- File and maintain records
- Answer phones and provide customer service
- Order office supplies
- Other administrative tasks as assigned

(adsbygoogle = window.adsbygoogle || []).push({});

## P&G Jobs Near Me

### Skills:

- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook)

- Excellent written and verbal communication skills
- Ability to work independently and as part of a team
- Strong organizational and time management skills
- Attention to detail
- Ability to learn new systems and software quickly

**Qualifications:**

- High school diploma or equivalent
- 1-2 years of experience in a similar role

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

Experience with ERP systems (SAP, Oracle, etc.) is a plus

```
(adsbygoogle = window.adsbygoogle || []).push({});
```

```
(adsbygoogle = window.adsbygoogle || []).push({});
```