



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

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

Hiring organization
P&G

Job Location

India
Remote work from: India

Date posted
August 25, 2023

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Valid through
31.12.2023

Base Salary

USD 14,000 - USD 20,000

APPLY NOW

Qualifications

12th Passed

Employment Type

Full-time

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Description

P&G Recruitment 2023

The Back Office Coordinator is responsible for providing administrative and clerical support to the back office team. This includes a variety of tasks such as data entry, filing, scheduling, and customer service. The ideal candidate will have strong organizational and communication skills, as well as the ability to work independently and as part of a team.

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P&G Careers

Responsibilities:

- Enter and maintain data in various computer systems
- Prepare and process reports and documents
- File and organize paperwork
- Answer customer inquiries and resolve problems
- Schedule appointments and meetings
- Other administrative tasks as assigned

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Skills:

- Strong organizational and time management skills
- Excellent written and verbal communication skills
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook)
- Ability to work independently and as part of a team
- Attention to detail and accuracy

Qualifications:

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

Important Links Experience with customer service is a plus **Find the Link in [Apply Now](#) Button**

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