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Samsung Recruitment 2023-24 – Freshers Jobs – Back Office Post

Hiring organization
Samsung

Job Location

India
Remote work from: IND

Date posted
December 28, 2023

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Valid through
31.08.2024

Base Salary

USD 11,300 - USD 19,800

APPLY NOW

Qualifications

12th Pass & Graduate

Employment Type

Full-time

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Description

Samsung Recruitment 2023-24

Samsung, a global leader in technology and innovation, is dedicated to shaping the future through cutting-edge products and solutions. As we continue to expand our operations, we are inviting talented and enthusiastic individuals to join us as Back Office Executives. This is an exciting opportunity for freshers to kick-start their career with a renowned multinational corporation.

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Samsung Careers

Responsibilities:

- Accurate and timely data entry into the company's systems.
- Maintain and update databases, spreadsheets, and other records.
- Prepare and organize documents, reports, and correspondence.
- Respond to emails, inquiries, and requests in a professional manner.
- Assist in internal and external communication as needed.
- Coordinate with different departments to ensure smooth workflow.

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Samsung Jobs Near Me

Skills:

Samsung

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- Basic knowledge of office software (MS Office suite, Google Workspace, etc.).
- Fast and accurate typing skills for efficient data entry.
- Ability to adapt to and learn new software tools.
- Strong organizational and multitasking abilities.
- Attention to detail to ensure accuracy in data entry and documentation.

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

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