SAMSUNG

Samsung Recruitment 2024 – Remote Jobs – Back Office Post

Job Location
India
Remote work from: IND

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Base Salary
USD 11,300 - USD 19,800

Qualifications
12th Pass & Graduate

Employment Type
Full-time

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Hiring organization
Samsung

Date posted
January 8, 2024

Valid through
31.08.2024

APPLY NOW

Description

Samsung Recruitment 2024

Samsung, a global technology leader, is dedicated to creating innovative products and solutions that enhance the lives of people around the world. As Samsung continues to push the boundaries of technology, we are looking for talented individuals to join us as Back Office Executives. If you have strong organizational and administrative skills, attention to detail, and a passion for contributing to a dynamic work environment, this is an exciting opportunity for you.

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Samsung Careers

Responsibilities:

- Enter and update data accurately in the back-office systems.
- Process and manage a variety of data-related tasks efficiently.
- Maintain records and ensure data integrity.
- Prepare, organize, and maintain documents and files.
- Ensure proper filing and storage of physical and digital documents.
- Retrieve information as needed for internal and external stakeholders.

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Samsung Jobs Near Me

Skills:

- Strong data entry and data processing skills.
- Attention to detail and accuracy in handling data.
- Familiarity with data management tools.
- Excellent organizational and time-management skills.
- Ability to prioritize tasks and meet deadlines.
- Systematic approach to handling documentation.

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

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