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Toyota Recruitment 2023 – Free Job Alert – Back Office Admin Post

Hiring organization
Toyota

Job Location

India
Remote work from: IND

Date posted
August 29, 2023

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Valid through
31.12.2023

Base Salary

USD 12,000 - USD 17,000

APPLY NOW

Qualifications

Graduate

Employment Type

Full-time

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Description

Toyota Recruitment 2023

The Back Office Admin is responsible for providing administrative support to the Toyota sales and marketing team. This includes tasks such as managing inventory, processing sales orders, and onboarding new employees. The ideal candidate will be organized, detail-oriented, and have strong customer service skills.

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Toyota Jobs Near Me

Responsibilities:

- Manage inventory levels and track orders
- Process sales orders and invoices
- Onboard new employees and provide training
- Maintain customer records and correspondence
- Coordinate with other departments to ensure smooth operations
- Perform other administrative tasks as assigned

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Toyota Careers

Skills:

- Strong analytical and problem-solving skills

- Experience with statistical and machine learning techniques
- Excellent communication and presentation skills
- Ability to work independently and as part of a team
- Strong attention to detail
- Ability to work under pressure

Qualifications:

- High school diploma or equivalent
- 1-2 years of experience in a back office or administrative role
- Strong organizational and time management skills
- Ability to work independently and as part of a team
- Excellent customer service skills

Important Links Proficient in Microsoft Office Suite

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

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