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Accenture Recruitment 2024 – New Job – Back Office Executive Post

Hiring organization

Accenture

Date posted

January 11, 2024

Valid through

31.08.2024

APPLY NOW

Job Location

India

Remote work from: IND

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Base Salary

USD 20,500 - USD 27,800

Qualifications

Graduate

Employment Type

Full-time

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Description

Accenture Recruitment 2024

As a Back Office Executive at Accenture, you will be responsible for providing support to the various back-office functions of the company. You will work closely with other team members to ensure smooth and efficient backend operations, while maintaining high levels of accuracy and compliance.

Accenture Careers

Responsibilities:

- 1. Process Management** – Utilize company software and tools to manage and update data, documents, and records in a timely and accurate manner.
- 2. Quality Control** – Perform quality checks to ensure accurate processing of data and documents, identifying and resolving discrepancies, and adhering to company standards and policies.
- 3. Reporting and Analysis** – Generate and analyze reports on team and individual performance, identifying areas for improvement and making recommendations for increased efficiency.

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Accenture Jobs near me

Skills:

1. Attention to Detail – With a strong focus on ensuring accuracy, you must possess excellent attention to detail to spot errors and discrepancies in data, documents, and records.

2. Time Management – The ability to prioritize and manage multiple tasks effectively is crucial in this role, as you will need to meet strict deadlines and handle peak workloads.

3. Communication Skills – You must possess good written and verbal communication skills to work effectively with team members and other stakeholders.

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

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