



<https://jobable.govhelp.in/job/accenture-recruitment-2024-new-job-back-office-staff-post/>

Accenture Recruitment 2024 – New Job – Back Office Staff Post

Hiring organization
Accenture

Job Location

India
Remote work from: IND

Date posted
January 4, 2024

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Valid through
31.08.2024

Base Salary

USD 19,000 - USD 27,800

APPLY NOW

Qualifications

Graduate

Employment Type

Full-time

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Description

Accenture Recruitment 2024

As a Back Office Staff member at Accenture, you'll be the hidden hero behind the scenes, the meticulous maestro who keeps the wheels of our operations turning smoothly. From data entry and document management to invoice processing and administrative tasks, you'll wear many hats, playing a crucial role in ensuring efficiency, accuracy, and compliance across diverse back-office functions.

Accenture Careers

Responsibilities:

- **Become the data entry extraordinaire:** Accurately and efficiently input data into various systems, ensuring timely processing and maintaining data integrity.
- **Document management maestro:** Organize and maintain essential documents, ensuring easy access and compliance with company policies.
- **Invoice processing whiz:** Process invoices accurately and efficiently, ensuring timely payments and maintaining financial accuracy.
- **Administrative champion:** Handle a variety of administrative tasks, including scheduling meetings, preparing reports, and managing travel arrangements.
- **Compliance guru:** Adhere to company policies and procedures, maintaining strict confidentiality and data security standards.
- **Team player extraordinaire:** Collaborate effectively with colleagues across departments, providing excellent support and contributing to a

positive work environment.

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Accenture Jobs near me

Skills:

- High school diploma or equivalent (required).
- Strong attention to detail and a commitment to accuracy in all tasks.
- Excellent organizational skills and the ability to prioritize multiple tasks.
- Proficiency in basic computer applications like Microsoft Office Suite.
- Excellent communication and interpersonal skills.

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

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