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Aditya Birla Group Careers – Private Job – Job Alert For Back Office Assistant

Hiring organization
Aditya Birla Group

Job Location

Chakala Midc, 400093, Mumbai, Maharashtra, India

Date posted

March 26, 2024

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Valid through

31.12.2024

Base Salary

USD 14 - USD 26

APPLY NOW

Qualifications

Graduate, Post Graduate

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Employment Type

Full-time

Description

Aditya Birla Group Recruitment 2024

Do you thrive in a fast-paced environment and enjoy motivating and developing others? Are you an organizational whiz with a knack for problem-solving? If so, a Back Office Assistant role at Aditya Birla Group could be the perfect fit for you!

Aditya Birla Group Jobs Near Me

This job description details the responsibilities, qualifications, and benefits of a Back Office Assistant position at Aditya Birla Group. While the specific location may vary, this role offers the opportunity to work remotely, allowing talented individuals from anywhere in India to join our dynamic team.

Summary

Aditya Birla Group is seeking a highly motivated and results-oriented Back Office Assistant to join our team. In this role, you will play a pivotal role in overseeing daily operations, ensuring team productivity, and fostering a positive work environment. You will provide guidance and support to your team members, helping them achieve their full potential and contribute to the success of the company.

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Key Responsibilities

- Develop, assign, and monitor work schedules and deadlines to optimize

team performance.

- Provide clear instructions, coaching, and mentorship to team members, ensuring they have the knowledge and skills to excel in their roles.
- Identify and address performance issues, taking appropriate corrective action when necessary.
- Foster a collaborative and supportive work environment that motivates and inspires team members.
- Monitor team productivity and identify areas for improvement.
- Implement and enforce company policies and procedures.
- Ensure adherence to safety regulations and protocols.
- Maintain accurate records and reports.
- Resolve team member issues and concerns promptly and professionally.
- Communicate effectively with team members, senior management, and other stakeholders.
- Identify and recommend opportunities for process improvement and cost reduction.

Required Skills and Qualifications

- Minimum of [X] years of experience in a supervisory role (adjust X based on company preference)
- Proven track record of leading and motivating teams to achieve goals.
- Excellent communication, interpersonal, and problem-solving skills.
- Strong organizational and time management skills.
- Ability to work independently and as part of a team.
- Proficient in Microsoft Office Suite and other relevant software programs.
- A bachelor's degree in a relevant field is preferred.

Experience

This role is open to both experienced supervisors and qualified individuals looking to take the next step in their careers. Recent graduates with strong leadership potential and a desire to learn are encouraged to apply.

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Why Join Aditya Birla Group ?

Aditya Birla Group offers a dynamic and rewarding work environment where you can make a real impact. As a Back Office Assistant, you will have the opportunity to:

- Work with a talented and experienced team.
- Contribute to the success of a leading Indian conglomerate.

- Develop your leadership and supervisory skills.
- Gain exposure to diverse business functions.
- Enjoy a competitive salary and benefits package, including health insurance, paid time off, and opportunities for professional development.
- Work remotely, offering flexibility and work-life balance.

Application Process

To apply for this position, please submit your resume and cover letter online. In your cover letter, be sure to highlight your relevant experience, skills, and qualifications, and why you are interested in working at Aditya Birla Group.

Join Us and Make a Difference

At Aditya Birla Group, we are committed to building a diverse and inclusive workplace. We believe that our employees are our greatest asset, and we are dedicated to providing them with the opportunities and resources they need to succeed. If you are a results-oriented individual with a passion for leadership and development, we encourage you to apply!

In Conclusion

This Back Office Assistant position at Aditya Birla Group offers a unique opportunity to join a leading Indian company, work remotely, and make a real impact. We are searching for a motivated and talented individual to join our team and help us achieve our goals. If you are looking for a challenging and rewarding career, we encourage you to apply today!

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