



<https://jobable.govhelp.in/job/amazon-recruitment-2023-24-all-india-jobs-back-office-admin-post/>

Amazon Recruitment 2023-24 – All India Jobs – Back Office Admin Post

Hiring organization
Amazon

Job Location

India
Remote work from: IND

Date posted
December 27, 2023

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Valid through
31.08.2024

Base Salary

USD 12,200 - USD 18,000

APPLY NOW

Qualifications

12th/ Graduate

Employment Type

Full-time

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Description

Amazon Recruitment 2023-24

In this role, you will be responsible for providing comprehensive administrative support to various departments within Amazon. You will be the backbone of our back office, ensuring smooth workflows, accurate data management, and efficient communication. Your dedication will contribute to the overall success of Amazon, impacting countless customers and employees alike.

Amazon Careers

Responsibilities:

- **Process and prioritize incoming requests:** Manage emails, phone calls, and other inquiries from internal stakeholders, providing accurate and timely responses.
- **Maintain accurate and organized documentation:** Update databases, track records, and prepare reports with meticulous attention to detail. Ensure compliance with company policies and procedures.
- **Coordinate meetings and events:** Schedule meetings, manage calendars, arrange travel logistics, and prepare meeting materials for efficient collaboration.
- **Provide general administrative support:** Perform tasks such as data entry, document formatting, filing, and travel arrangements.
- **Collaborate effectively:** Build strong relationships with colleagues across departments and foster a positive and productive work environment.

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Amazon Jobs near me

Skills:

- Excellent written and verbal communication skills.
- Strong organizational skills and time management abilities.
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint).
- Ability to work independently and as part of a team.
- Detail-oriented and meticulous with a strong commitment to accuracy.

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

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