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Amazon Recruitment 2024 – All India Jobs – Data Entry Cum Back Office Post

Hiring organization
Amazon

Job Location

India
Remote work from: IND

Date posted
January 9, 2024

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Valid through
31.08.2024

Base Salary

USD 11,800 - USD 18,000

APPLY NOW

Qualifications

12th/ Graduate

Employment Type

Full-time

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Description

Amazon Recruitment 2024

Amazon is looking for a detail-oriented and efficient Data Entry Cum Back Office Associate to join our team in India. In this role, you will be responsible for a variety of tasks, including data entry, document processing, customer service, and other administrative duties.

Amazon Careers

Responsibilities:

- Enter data into various systems accurately and efficiently.
- Process documents such as invoices, purchase orders, and customer orders.
- Provide excellent customer service via phone and email.
- Maintain accurate records and files.
- Perform other administrative duties as assigned.

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Amazon Jobs near me

Skills:

- Minimum of a high school diploma or equivalent.
- Strong typing skills with a minimum speed of 40 words per minute.

- Excellent attention to detail and accuracy.
- Strong communication and interpersonal skills.
- Ability to work independently and as part of a team.

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

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