



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

Amazon Recruitment 2024 – Amazon Careers – Back Office Staff 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 11,200 - USD 18,400

APPLY NOW

Qualifications

12th/ Graduate

Employment Type

Full-time

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Description

Amazon Recruitment 2024

As a Back Office Staff member at Amazon, you'll be the backbone of our operations, ensuring accuracy, efficiency, and smooth workflow behind the scenes. You'll handle a variety of tasks depending on the specific role, from processing invoices and managing accounts to resolving discrepancies and maintaining vital records. Your dedication and meticulous work will directly contribute to Amazon's smooth functioning and ultimately, delight our customers.

Amazon Careers

Responsibilities:

- **Invoice Processing:** Review and process invoices accurately and efficiently, ensuring timely payments and vendor compliance.
- **Account Management:** Manage supplier accounts, maintain accurate records, and handle inquiries promptly.
- **Data Entry:** Enter and maintain critical data in various systems with meticulous attention to detail and adherence to quality standards.
- **Discrepancy Resolution:** Investigate and resolve discrepancies in data or transactions, ensuring accurate information flow.
- **Document Management:** Organize and maintain essential documents, ensuring easy access and compliance with regulations.

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Amazon Jobs near me

Skills:

- **Accuracy Wizard:** Possess exceptional attention to detail and a commitment to error-free work.
- **Organization Guru:** Thrive in a fast-paced environment and maintain excellent time management and organizational skills.
- **Tech-Savvy Navigator:** Be comfortable working with various computer systems and software, with a willingness to learn new tools.
- **Communication Craftsman:** Communicate effectively in writing and verbally, both internally and with external vendors.
- **Problem-Solving Ninja:** Approach challenges with a solutions-oriented mindset and possess strong analytical skills.

Important Links

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

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