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Back Office Assistant – New Job – Accenture Job Vacancy For Freshers

Hiring organization
Accenture

Job Location

India
Remote work from: IND

Date posted
February 13, 2024

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Valid through
31.08.2024

Base Salary

USD 21 - USD 33

APPLY NOW

Qualifications

Graduate

Employment Type

Full-time

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Description

Back Office Assistant

As a Back Office Assistant, you will play a crucial role in supporting the smooth functioning of our operations. You will be responsible for providing administrative and operational support to various teams within the organization. This is a hands-on opportunity to gain valuable experience in a professional setting and learn from industry experts.

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Accenture Careers

Responsibilities:

- **Process and manage administrative tasks:** This includes handling daily mail, filing documents, organizing meetings, preparing presentations, and maintaining spreadsheets.
- **Provide data entry and support:** You will be responsible for entering data accurately and efficiently into various systems, ensuring its integrity and completeness.
- **Respond to inquiries and requests:** You will be the first point of contact for internal and external stakeholders, addressing their questions and requests promptly and professionally.
- **Contribute to maintaining a positive and efficient work environment:** This includes following company policies and procedures, maintaining confidentiality, and working collaboratively with

team members.

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Skills:

- **Strong organizational and time management skills:** You should be able to prioritize tasks effectively, meet deadlines, and manage multiple projects simultaneously.
- **Excellent attention to detail:** Accuracy and a keen eye for detail are essential for this role.
- **Proficiency in MS Office Suite:** You should be proficient in using Word, Excel, PowerPoint, and Outlook.
- **Strong communication and interpersonal skills:** You should be able to communicate clearly and concisely, both in writing and verbally, and build positive relationships with colleagues.
- **A willingness to learn and grow:** As a fresher, we are looking for someone with a positive attitude, a willingness to learn new things, and a desire to contribute to the team.

Tags:

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