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Infosys Recruitment 2024 – Latest Job – Back Office Executive Post

Hiring organization
Infosys

Job Location

India
Remote work from: IND

Date posted
January 9, 2024

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Valid through
31.08.2024

Base Salary

USD 18,500 - USD 28,300

APPLY NOW

Qualifications

Graduate

Employment Type

Full-time

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Description

Infosys Recruitment 2024

Infosys is seeking talented and efficient Back Office Executives to join our dynamic team. In this role, you'll play a crucial part in ensuring smooth operation and administrative support across various departments. You'll be the backbone of our back office, ensuring accuracy, efficiency, and organizational excellence.

Infosys Careers

Responsibilities:

- **Data Entry & Processing:** Handle data entry tasks with accuracy and speed, ensuring data integrity and consistency across systems.
- **Document Management:** Organize and maintain files, documents, and records efficiently, ensuring easy retrieval and accessibility.
- **Communication & Coordination:** Be the bridge between departments, handling internal communication, emails, and phone calls professionally.
- **Financial Processing:** Assist with basic financial tasks like expense reports, invoices, and vendor payments.
- **Travel & Logistics:** Manage travel arrangements for employees, booking flights, hotels, and ground transportation.
- **Administrative Support:** Provide general administrative support, including scheduling appointments, managing calendars, and handling office supplies.

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Infosys Jobs near me

Skills:

- Minimum of a Bachelor's degree in any relevant field (e.g., Commerce, Business Administration, Computer Applications) or equivalent.
- Strong analytical and problem-solving skills.
- Excellent attention to detail and accuracy.
- Proficient in computer applications (e.g., MS Office Suite, spreadsheets).
- Excellent written and verbal communication skills.
- Ability to work independently and as part of a team in a fast-paced environment.

Important Links Adaptable and eager to learn new skills and processes. **Find the Link in [Apply Now](#) Button**

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