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JWS Steel Careers – Latest Job – Back Office Assistant Posts

Job Location

India
Remote work from: IND

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Base Salary

USD 11 - USD 21

Qualifications

Graduate, 12th

Employment Type

Full-time

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Description

JWS Steel Recruitment 2024

We are seeking a highly motivated and organized Back Office Assistant to join our team. In this role, you will play a vital part in ensuring the smooth operation of our back-office functions, providing administrative and clerical support to our team members.

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JWS Steel Careers

Responsibilities:

- Provide comprehensive administrative support, including scheduling appointments, travel arrangements, and managing calendars.
- Process invoices, purchase orders, and other financial documents with accuracy and efficiency.
- Maintain filing systems (both physical and digital) to ensure easy access to essential information.

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Hiring organization

JWS Steel

Date posted

March 17, 2024

Valid through

31.08.2024

APPLY NOW



JWS Steel Jobs Near Me

Skills:

- Proficient in MS Office Suite (Word, Excel, PowerPoint, Outlook)
- Excellent communication and interpersonal skills
- Strong organizational and time management abilities
- Ability to prioritize tasks and work independently
- Meticulous attention to detail

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