



<https://jobable.govhelp.in/job/pwc-careers-freshers-jobs-remote-jobs-back-office-executive/>

PwC Careers – Freshers Jobs – Remote Jobs Back Office Executive

Job Location

India

Remote work from: IN; US; AU; NZ; HK; JP; KZ; MY; SG; TW; TH; UZ; VN; AT; BY; BE; DK; FR; DE; GR; NL; RU; ES; CH; UK; GB; DZ; KW; MA; QA; SA; MX; AE; CA; GT; DO

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Base Salary

USD 16 - USD 23

Qualifications

Graduate, Post Graduate

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Employment Type

Full-time

Description

PwC Recruitment 2024

Do you thrive in a fast-paced environment and enjoy providing exceptional support? Are you detail-oriented and possess a knack for problem-solving? If so, then a career as a Back Office Executive at PwC might be the perfect fit for you!

PwC Jobs Near Me

PwC is a leading multinational professional services network of firms providing audit, tax, and consulting services. Here at PwC, we're committed to attracting and retaining top talent. We offer a dynamic work environment, competitive compensation and benefits package, and the opportunity to work alongside some of the brightest minds in the industry.

In this role, you'll play a vital role in supporting the smooth operation of our back office. You'll be responsible for a variety of tasks, including data entry, administrative duties, and providing support to other departments.

Summary

We are searching for a highly motivated and organized Back Office Executive to join our team and provide exceptional support across various departments. You'll be responsible for maintaining accurate records, processing data, and ensuring the efficient functioning of the back office. This role offers a unique opportunity to gain

Hiring organization

PricewaterhouseCoopers

Date posted

March 21, 2024

Valid through

31.12.2024

APPLY NOW

valuable experience in a fast-paced and dynamic environment.

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Key Responsibilities

- Process and maintain various financial and administrative documents
- Perform accurate data entry and maintain databases
- Assist with accounts payable and receivable functions
- Prepare reports and presentations as required
- Schedule meetings, manage calendars, and travel arrangements
- Provide administrative support to other departments
- Respond to inquiries and requests promptly and professionally
- Maintain a high level of confidentiality and professionalism
- Stay up-to-date on company policies and procedures

Required Skills and Qualifications

- Minimum of a high school diploma or equivalent
- Strong computer literacy and proficiency in Microsoft Office Suite
- Excellent organizational and time management skills
- Meticulous attention to detail and accuracy
- Strong communication and interpersonal skills
- Ability to work independently and as part of a team
- Problem-solving and critical thinking skills
- Adaptable and willing to learn new skills

Experience

- Prior experience in an administrative or back-office role is a plus
- Experience in a professional services firm is preferred

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Why Join PwC

At PwC, we offer a comprehensive benefits package that includes competitive salaries, health insurance, paid time off, and opportunities for professional development. We are committed to fostering a culture of diversity, inclusion, and respect. Here are some additional reasons to join our team:

- **Work with Top Talent:** You'll have the opportunity to collaborate with some of the brightest minds in the industry and learn from experienced

professionals.

- **Make a Difference:** Your work will contribute to the success of a leading global organization.
- **Career Development:** We offer a variety of training and development programs to help you grow your skills and advance your career.
- **Work-Life Balance:** We are committed to promoting a healthy work-life balance for our employees.
- **Remote Work:** This position offers the flexibility of remote work, allowing you to work from a location that suits you.

Application Process

To apply for this position, please submit your resume and cover letter online. In your cover letter, please tell us why you're interested in this role and what you can bring to PwC.

Motivate to Join

We are looking for a passionate and driven individual who is eager to learn and grow their career. If you are looking for a challenging and rewarding opportunity to work in a fast-paced environment, then we encourage you to apply!

In Conclusion

As a Back Office Executive at PwC, you'll play a vital role in supporting the smooth operation of our organization. You'll have the opportunity to gain valuable experience in a dynamic and global environment, while working alongside a talented and dedicated team.

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Important Links

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