

## Unacademy Recruitment 2024 – Free Job – Back Office Coordinator Post

**Hiring organization**  
Unacademy

### Job Location

India  
Remote work from: IND

**Date posted**  
January 5, 2024

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**Valid through**  
31.08.2024

### Base Salary

USD 11,200 - USD 19,500

APPLY NOW

### Qualifications

Graduate, 12th

### Employment Type

Full-time

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### Description

## Unacademy Recruitment 2024

As a Back Office Coordinator at Unacademy, you will play a crucial role in supporting the smooth functioning of our administrative operations. You will be responsible for providing efficient and accurate assistance in various areas, ensuring a well-organized and efficient work environment for our team.

## Unacademy Careers

### Responsibilities:

- Provide administrative support to assigned departments, including data entry, document filing, travel booking, scheduling appointments, and managing calendars.
- Handle routine correspondence, emails, and phone calls with professionalism and courtesy.
- Maintain accurate records and databases, ensuring data integrity and compliance with company policies.
- Process invoices and other financial documents.
- Prepare reports and presentations as required.
- Order and manage office supplies and equipment.
- Perform other duties as assigned.

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### Unacademy Jobs near me

### Skills:

- Bachelor's degree or equivalent in any relevant field (e.g., Business

Administration, Secretarial Practice, Computer Applications).

- Excellent communication and interpersonal skills, with the ability to interact effectively with colleagues and clients.
- Strong organizational and time management skills, with the ability to prioritize tasks and meet deadlines.
- Proficient in MS Office Suite, including Word, Excel, PowerPoint, and Outlook.
- Attention to detail and accuracy are essential.
- Ability to work independently and as part of a team.

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

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