



<https://targetjob.govhelp.in/job/accenture-careers-find-a-job-back-office-staff-in-accenture/>

## Accenture Careers – Find a Job – Back Office Staff in Accenture

### Job Location

India  
Remote work from: IND

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### Base Salary

USD 15 - USD 27

### Qualifications

Graduate

### Employment Type

Full-time

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### Description

## Accenture Careers

### Hiring organization

Accenture

### Date posted

February 19, 2024

### Valid through

31.08.2024

APPLY NOW

As a Back Office Staff member at Accenture, you will play a crucial role in supporting the smooth operation of our business. You will be responsible for a variety of administrative tasks, ensuring that everything runs efficiently and effectively. This is an excellent opportunity for a highly organized and detail-oriented individual to gain valuable experience in a dynamic and supportive environment.

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### Responsibilities:

- **Process and manage administrative tasks:** This may include tasks such as data entry, expense processing, travel arrangements, scheduling meetings, and maintaining filing systems.
- **Provide excellent customer service:** You'll be the first point of contact for internal inquiries, handling them professionally and efficiently.
- **Contribute to a positive and collaborative work environment:** You'll be part of a dynamic team, and we value your ideas and contributions to improve processes and workflows.

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## Accenture Careers

### Skills:

- **Strong computer skills:** Proficient in Microsoft Office Suite (Word, Excel, PowerPoint) and other relevant software applications.
- **Excellent attention to detail:** Possesses a keen eye for accuracy and ensures all tasks are completed meticulously.
- **Highly organized:** Able to manage multiple tasks simultaneously and prioritize effectively.
- **Strong communication skills:** Able to communicate clearly and concisely, both verbally and in writing.
- **Teamwork:** Ability to work effectively as part of a team and collaborate with colleagues from diverse backgrounds.
- **Problem-solving:** Ability to identify and resolve problems independently and proactively.

**Tags:** Accenture Jobs, recruitment, job opportunities, career, hiring, job search, job application, Accenture careers, work at Accenture , job openings, job vacancies, job opportunities at Accenture , Accenture jobs, Accenture recruitment 2024, Accenture hiring 2024

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