



<https://targetjob.govhelp.in/job/accenture-careers-for-experience-candidates-free-job-back-office-assistant/>

## Accenture Careers For Experience Candidates – Free Job – Back Office Assistant

### Hiring organization

Accenture

### Job Location

India

Remote work from: IND

### Date posted

February 21, 2024

### Valid through

31.08.2024

(adsbygoogle = window.adsbygoogle || []).push({});

### Base Salary

USD 15 - USD 25

APPLY NOW

### Qualifications

Graduate

### Employment Type

Full-time

(adsbygoogle = window.adsbygoogle || []).push({});

(adsbygoogle = window.adsbygoogle || []).push({});

### Description

## Accenture Careers For Experience Candidates

Are you organized, detail-oriented, and eager to contribute to a thriving team environment? Do you enjoy administrative tasks and possess strong communication skills? If you're looking for a stable and rewarding career opportunity at a leading global company, then the Back Office Assistant role at Accenture could be your perfect fit!

(adsbygoogle = window.adsbygoogle || []).push({});

### Accenture Jobs near me

#### 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.

(adsbygoogle = window.adsbygoogle || []).push({});

### If You Want to Get Notifications about Various Jobs, Join our

**Telegram Channel Now and Get notified Daily about the Latest Jobs**



### 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

**If You Want to Get Notification about Various Jobs, Join our WhatsApp Channel Now and Get notified Daily about Latest Jobs**



#### Important Links

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

(adsbygoogle = window.adsbygoogle || []).push({});

(adsbygoogle = window.adsbygoogle || []).push({});