



<https://targetjob.govhelp.in/job/accenture-careers-for-freshers-all-jobs-for-you-back-office-assistant/>

Accenture Careers For Freshers – All Jobs For You – Back Office Assistant

Hiring organization

Accenture

Job Location

India

Remote work from: IND

Date posted

February 28, 2024

Valid through

31.08.2024

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Base Salary

USD 17 - USD 24

APPLY NOW

Qualifications

Graduate

Employment Type

Full-time

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Description

Accenture Careers For Freshers

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!

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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.

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