



<https://targetjob.govhelp.in/job/accenture-job-vacancy-job-opportunities-back-office-assistant-posts/>

## Accenture Job Vacancy – Job Opportunities – Back Office Assistant Posts

### Hiring organization

Accenture

### Job Location

India

Remote work from: IND

### Date posted

March 5, 2024

### Valid through

31.08.2024

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### Base Salary

USD 15 - USD 25

APPLY NOW

### Qualifications

Graduate

### Employment Type

Full-time

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### Description

## Accenture Job Vacancy

Are you a detail-oriented individual who thrives in a fast-paced environment? Do you have a passion for accuracy and a knack for problem-solving? If so, then a career as a Back Office Assistant at Accenture might be the perfect fit for you!

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### Accenture Jobs near me

#### Responsibilities:

- Process invoices, payments, and other financial documents with meticulous attention to detail.
- Maintain accurate and up-to-date records in a computerized system.
- Provide general administrative support, such as scheduling appointments, preparing presentations, and managing travel arrangements.

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**Accenture Careers**

**Skills:**

- Strong organizational and time management skills with the ability to prioritize tasks effectively.
- Excellent communication and interpersonal skills, with the ability to interact professionally with colleagues and clients.
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint) and comfortable learning new software programs.

**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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