

Back Office Staff – Free Job – Accenture Careers For Experience Candidates

Hiring organization
Accenture

Job Location

India
Remote work from: IND

Date posted
February 2, 2024

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Valid through
31.08.2024

Base Salary

USD 19 - USD 30

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Qualifications

Graduate

Employment Type

Full-time

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Description

Back Office Staff

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.

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