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Google Careers Jobs – Free Job Alert – Back Office Assistant Posts

Hiring organization
Google

Job Location

India

Remote work from: IN; US; AU; NZ; HK; JP; KZ; MY; SG; TW; TH; UZ; VN; AT; BY; BE; DK; FR; DE; GR; NL; RU; ES; CH; UK; GB; DZ; KW; MA; QA; SA; MX; AE; CA; GT; DO

Date posted

September 17, 2024

Valid through

31.12.2024

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Base Salary

USD 23 - USD 30

Qualifications

10th/12th and Graduate

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Employment Type

Full-time, Part-time

Description

Job Title: Back Office Assistant

Job Summary:

We are seeking a highly organized and detail-oriented Back Office Assistant to join our team. As a Back Office Assistant, you will be responsible for providing administrative support to our operations team, ensuring the smooth day-to-day functioning of our back office operations.

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Key Responsibilities:

Administrative Support

- Provide administrative support to the operations team, including preparing and distributing reports, maintaining accurate and up-to-date records, and performing other administrative tasks as needed.
- Assist in the preparation of presentations, reports, and other materials as required.

Data Entry and Management

- Accurately and efficiently enter data into our systems, ensuring data integrity and consistency.
- Maintain and update databases, spreadsheets, and other systems to ensure accuracy and completeness.

Communication and Coordination

- Serve as a liaison between departments, communicating effectively and efficiently to ensure seamless operations.
- Coordinate with team members to resolve issues, answer questions, and provide information as needed.

Financial Administration

- Assist with financial administration tasks, including processing invoices, tracking expenses, and maintaining accurate financial records.
- Prepare and submit financial reports and statements as required.

Operational Support

- Provide operational support to the team, including preparing and distributing materials, maintaining inventory, and performing other tasks as needed.
- Identify and implement process improvements to increase efficiency and productivity.

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Requirements:

Education and Experience

- High school diploma or equivalent required; associate's or bachelor's degree in business administration, finance, or a related field preferred.
- 1-2 years of experience in an administrative or back office role.

Skills and Qualifications

- Excellent organizational, communication, and interpersonal skills.
- Proficient in Microsoft Office, particularly Excel, Word, and Outlook.
- Ability to work in a fast-paced environment, prioritizing tasks and meeting deadlines.

- Strong attention to detail and accuracy in work.
- Ability to maintain confidentiality and handle sensitive information.

What We Offer:

- **Competitive salary and benefits package.**
- Opportunities for professional growth and development.
- Collaborative and dynamic work environment.

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