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ITC Job Careers – Free Jobs Alerts – Back Office Executive For Freshers

Hiring organization
ITC Limited

Job Location

India
Remote work from: IND

Date posted
January 19, 2024

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Valid through
31.08.2024

Base Salary
USD 15 - USD 20

APPLY NOW

Qualifications
12th/Graduate

Employment Type
Full-time

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Description

ITC Recruitment 2024

As a Back Office Executive at ITC, you'll be the hidden hero, wielding your organizational skills and meticulous attention to detail to keep the wheels of this diverse industry giant turning smoothly. From data entry and document management to administrative support and communication channels, you'll master a variety of tasks, ensuring every detail is flawless and every process flows seamlessly. Your dedication, efficiency, and collaborative spirit will be instrumental in supporting various departments, contributing to ITC's success across diverse industries.

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ITC Jobs near me

Responsibilities:

- **Data Dynamo:** Ensure accuracy and efficiency by handling data entry across various systems, keeping information up-to-date and readily accessible for diverse departments.
- **Document Dynamo:** Organize and manage a variety of documents, from contracts and invoices to purchase orders and reports, creating secure filing systems and ensuring smooth retrieval for internal teams.
- **Communication Champion:** Provide administrative support, including scheduling meetings, managing travel arrangements, and handling internal and external communication channels, ensuring smooth information flow.

- **Accuracy Guardian:** Conduct regular checks and audits to identify and rectify discrepancies in data and documents, maintaining accuracy and reliability within the systems.
- **Team Player Extraordinaire:** Foster a collaborative and supportive work environment, share knowledge with colleagues, and contribute to a cohesive back-office team that fuels ITC's operations.

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ITC Careers

Skills:

- Strong organizational and time-management skills.
- Excellent attention to detail and a commitment to accuracy.
- Proficiency in computer skills and Microsoft Office Suite.
- Effective communication and interpersonal skills.
- Ability to work independently and as part of a team.

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