



<https://govhelp.in/job/amazon-recruitment-2023-all-india-jobs-back-office-executive-post/>

Amazon Recruitment 2023 – All India Jobs – Back Office Executive Post

Hiring organization
Amazon

Job Location

India
Remote work from: India

Date posted
February 22, 2023

Valid through
31.12.2025

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Base Salary

USD. 9,000 - USD. 15,500

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Qualifications

Graduate, 12th Pass.

Employment Type

Full-time

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Description

Amazon Recruitment 2023

The Back Office Executive is responsible for performing a variety of administrative and clerical tasks in order to support the efficient operation of the company.

Amazon Jobs Near Me

Responsibilities:

- Manage and monitor front office email
- Provide administrative support to the team, including organizing meetings
- Schedule and track appointments
- Handle invoicing and other financial duties
- Maintain inventory of office supplies and equipment

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Amazon Careers

Qualifications:

- High school diploma
- At least 2 years of administrative experience
- Familiar with basic accounting principles

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