



<https://govhelp.in/job/cognizant-careers-work-from-home-jobs-back-office-admin/>

Cognizant Careers – Work From Home Jobs – Back Office Admin

Job Location

India

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

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Base Salary

USD. 18 - USD. 28

Qualifications

Graduate, Post Graduate

Employment Type

Full-time, Work From Home

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Description

Cognizant Careers

Be a Part of the Cognizant Team: Back Office Administrator

About Cognizant

Cognizant is a leading technology company that helps businesses all over the world run better. They use their expertise in many areas, like computers, data, and processes, to make things smoother and more efficient. With a career at Cognizant, you'll be joining a team of people who are passionate about making a difference!

The Position: Back Office Administrator

This is your chance to be a key behind-the-scenes player at Cognizant! As a Back Office Administrator, you'll provide vital support to different departments within the company. You'll use your strong organizational skills and attention to detail to keep things running smoothly.

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What You'll Do (Key Responsibilities):

- Organize and manage paperwork and documents: This might include filing, scanning, and keeping track of important information.

Hiring organization

Cognizant

Date posted

April 12, 2024

Valid through

31.08.2024

APPLY NOW

- **Data entry:** You'll be entering information into computer systems accurately and efficiently.
- **Schedule appointments and meetings:** You'll help keep everyone on track by scheduling meetings and making sure people have the information they need.
- **Answer phones and emails:** You'll be the friendly voice of Cognizant, answering questions and directing calls to the right people.
- **Prepare reports and presentations:** Sometimes you may need to create reports or presentations with clear and easy-to-understand information.

What You'll Bring (Skills and Qualifications):

- **Strong computer skills:** You'll be comfortable using different computer programs, like Microsoft Office Suite (Word, Excel, PowerPoint, and Outlook).
- **Excellent attention to detail:** You'll have a keen eye for accuracy and be able to spot mistakes easily.
- **Great organizational skills:** You'll be able to manage your time effectively and keep track of multiple tasks at once.
- **Communication skills:** You can express yourself clearly, both in writing and speaking.
- **Team player:** You enjoy working with others and helping out whenever you can.

Welcome Aboard, Fresher or Experienced!

Whether you're new to the workforce or have some experience under your belt, this role is a great opportunity to launch your career at Cognizant. We offer comprehensive training programs to help you get up to speed and develop your skills.

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Why Join Cognizant? It's More Than Just a Job!

Here at Cognizant, we believe in our employees and offer a supportive and positive work environment. You'll have the chance to work on exciting projects, learn new things, and grow your career.

- **Benefits and perks:** Cognizant offers competitive salaries, health insurance, paid time off, and other great benefits. They also have fun company events and activities to help you connect with your colleagues.
- **Learning and development:** They are committed to helping their

employees learn and grow. You'll have access to training programs, workshops, and other resources to help you develop your skills and advance your career.

- **Work-life balance:** They understand the importance of maintaining a healthy work-life balance. They offer flexible work arrangements and other programs to help you make time for the things that are important to you.

Ready to Apply?

The application process is easy! Just visit the Cognizant careers website and search for "Back Office Administrator" positions. You'll be able to submit your resume and cover letter online.

So, what are you waiting for? Join the Cognizant team and make a difference!

General Overview

As a Back Office Administrator, you'll play a vital role in supporting the smooth operation of Cognizant. You'll use your skills in organization, communication, and data entry to keep things running efficiently. This is a great opportunity to gain valuable experience in a fast-paced and dynamic work environment.

Ready to Take the First Step?

We encourage both freshers and experienced candidates to apply! If you're a detail-oriented and organized individual with a passion for helping others, this role could be a perfect fit for you. Join Cognizant and start your rewarding career today!

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Important Links

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