

Cognizant Recruitment 2023 – Work From Home – Back Office Admin Post

Hiring organization
Cognizant

Job Location

India
Remote work from: India

Date posted
February 4, 2023

Valid through
31.12.2025

Base Salary

USD. 15,000 - USD. 23,500

APPLY NOW

Qualifications

Graduation.

Employment Type

Full-time, Work From Home

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Description

Cognizant Recruitment 2023

Back office admins are responsible for the daily operations of a business.

Cognizant Jobs Near Me

Responsibilities:

- Support the office manager with a range of administrative tasks
- Organize and manage records and files
- Coordinate office operations and procedures
- Handle customer inquiries and complaints

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Cognizant Careers

Qualifications:

- Proven experience as a back office admin
- Excellent communication and interpersonal skills
- Ability to work independently and take the lead on projects

Important Links

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