

## 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

**Find the Link in [Apply Now](#)**

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