



<https://govhelp.in/job/ibm-recruitment-2023-work-from-home-back-office-admin-post/>

## IBM Recruitment 2023 – Work From Home – Back Office Admin Post

**Hiring organization**  
IBM

**Job Location**

India  
Remote work from: India

**Date posted**  
February 3, 2023

(adsbygoogle = window.adsbygoogle || []).push({});

**Valid through**  
31.12.2025

**Base Salary**

USD. 15,000 - USD. 25,500

**APPLY NOW**

**Qualifications**

Graduate,

**Employment Type**

Full-time, Work From Home

(adsbygoogle = window.adsbygoogle || []).push({});

(adsbygoogle = window.adsbygoogle || []).push({});

**Description**

### IBM Recruitment 2023

The Back Office Admin supports the Back Office Manager in all administrative aspects of the back office.

IBM Jobs Near Me

**Responsibilities:**

- Maintaining records
- Preparing reports
- Handling correspondence
- Coordinating activities with other departments

(adsbygoogle = window.adsbygoogle || []).push({});

IBM Careers

**Qualifications:**

- High school diploma
- Two years of administrative experience
- Strong organizational skills
- Excellent customer service skills

**Important Links**

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

```
(adsbygoogle = window.adsbygoogle || []).push({});
```

```
(adsbygoogle = window.adsbygoogle || []).push({});
```