



<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

Rs. 15,000 - Rs. 25,500

APPLY NOW

Qualifications

Graduate,

Employment Type

Full-time, Work From Home

(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({});
```