



<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

**Valid through**  
31.12.2025

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

### Base Salary

USD. 15,000 - USD. 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](#)

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