



ADITYA BIRLA GROUP

<https://jobsareahub.com/jobs/aditya-birla-recruitment-2023-all-india-jobs-back-office-assistant-posts/>

## Aditya Birla Recruitment 2023 – All India Jobs – Back Office Assistant Posts

### Hiring organization

Aditya Birla

### Job Location

India

Remote work from: IND

### Date posted

September 25, 2023

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

### Valid through

31.12.2023

### Base Salary

Rs. 11,000 - Rs. 16,000

APPLY NOW

### Qualifications

Graduate, 12th Pass

### Employment Type

Full-time

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

[Fresher and Experience Candidates Required: Click Here to Apply Now!](#)

### Description

## Aditya Birla Recruitment 2023

The Back Office Assistant (Fresher) is responsible for providing administrative support to the back office team at Aditya Birla. This includes tasks such as processing paperwork, managing customer accounts, and providing customer service. This is an entry-level position that offers the opportunity to learn about back office operations and gain experience in a leading Indian conglomerate.

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

### Aditya Birla Careers

#### Responsibilities

- Process paperwork accurately and efficiently
- Manage customer accounts and maintain records
- Provide customer service and respond to inquiries
- Assist with other back office tasks as needed

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

### Aditya Birla Jobs Near Me

#### Skills

- Strong organizational and time management skills

- Excellent attention to detail and accuracy
- Ability to work independently and as part of a team
- Proficiency in Microsoft Office Suite

**Important Links** Ability to learn quickly and adapt to new challenges