



<https://jobs.govhelp.in/job/cognizant-recruitment-2023-job-vacancy-back-office-executive-posts/>

## Cognizant Recruitment 2023 – job Vacancy – Back Office Executive Posts

**Hiring organization**  
Cognizant

### Job Location

India  
Remote work from: IND

**Date posted**  
August 22, 2023

**Valid through**  
31.12.2023

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### Base Salary

Rs. 13,200 - Rs. 15,000

APPLY NOW

### Qualifications

Graduate

### Employment Type

Full-time

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### Description

## Cognizant Recruitment 2023

The Back Office Executive is responsible for providing administrative support to the operations team. This includes tasks such as data entry, preparing reports, and handling customer inquiries. The ideal candidate will be a detail-oriented individual with strong organizational and time management skills.

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### Cognizant job Vacancy

#### Responsibilities:

- Enter data into computer systems
- Prepare reports
- Answer customer inquiries
- Handle correspondence
- File and maintain records
- Other administrative tasks as needed

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### Cognizant Jobs Near Me

#### Skills:

- Strong organizational and time management skills
- Excellent written and verbal communication skills
- Proficient in Microsoft Office Suite

Attention to detail

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

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