



<https://jobs.govhelp.in/job/emirates-careers-2023-jobs-back-office-assistant-post/>

Emirates Careers 2023 – Jobs – Back Office Assistant Post

Job Location

India
Remote work from: IND

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Base Salary

Rs. 16,200 - Rs. 21,500

Qualifications

12th Pass & Graduate

Employment Type

Full-time

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Description

Emirates Careers 2023

Emirates is looking for a passionate and organized Back Office Assistant to join our growing team. The ideal candidate will be a highly motivated and results-oriented individual with excellent administrative and communication skills. You will be responsible for providing administrative support to the back office team, including managing documents, processing invoices, and preparing reports.

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Emirates Jobs For Freshers

Responsibilities:

- Manage and organize documents
- Process invoices and other financial transactions
- Prepare reports and presentations
- Provide administrative support to the back office team
- Perform other duties as assigned

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Emirates Jobs Near Me

Skills

Hiring organization

Emirates

Date posted

November 21, 2023

Valid through

31.03.2024

APPLY NOW

- Excellent administrative and communication skills
- Ability to work independently and as part of a team
- Strong organizational and time management skills
- Proficiency in using Microsoft Office Suite and other relevant software
- Knowledge of accounting and financial principles (a plus)

Important Links

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

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