



<https://jobs.govhelp.in/job/mondelez-recruitment-2023-job-seeker-back-office-staff-post/>

Mondelez Recruitment 2023 – Job Seeker – Back Office Staff Post

Hiring organization
Mondelez

Job Location

India
Remote work from: IND

Date posted
November 21, 2023

Valid through
31.03.2024

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Base Salary

Rs. 18,600 - Rs. 22,200

APPLY NOW

Qualifications

Graduate

Employment Type

Full-time

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Description

Mondelez Recruitment 2023

Mondelez is looking for a passionate and organized Back Office Staff member 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 a variety of administrative support to the back office team, including data entry, document management, and customer service.

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Mondelez Careers

Responsibilities:

- Process and enter data into Mondelez's internal systems
- Maintain and update Mondelez's customer records
- Provide administrative support to the back office team, such as scheduling appointments, managing files, and preparing reports
- Handle customer inquiries and concerns
- Perform other duties as assigned

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Mondelez Jobs Near Me

Skills

- Excellent administrative and communication skills
- Ability to work independently and as part of a team
- Strong problem-solving and analytical skills
- Proficiency in using computers and office software

Knowledge of Mondelez's products and services (a plus)

Important Links

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

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