



<https://jobfy.in/jobs/uber-recruitment-2023-free-job-alert-back-office-admin-post/>

Uber Recruitment 2023 – Free Job Alert – Back Office Admin Post

Job Location

India
Remote work from: Ind

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Base Salary

USD 10,000 - USD 17,800

Qualifications

Graduate, 12th Pass

Employment Type

Full-time

Experience

Freshers and 2+Years Experience Both can Apply

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Description

Uber Recruitment 2023

Uber is looking for a passionate and organized individual to join our team of Back Office Admins. As a Back Office Admin, you will be responsible for providing administrative support to the Back Office team. You will also be responsible for managing and maintaining the company's records and files.

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Uber Jobs Near Me

Responsibilities:

- Provide administrative support to the Back Office team
- Manage and maintain the company's records and files
- Answer phone calls and respond to emails
- Process paperwork and invoices
- Coordinate with other departments
- Stay up-to-date on company policies and procedures

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Hiring organization

Uber

Date posted

June 30, 2023

Valid through

31.12.2023

APPLY NOW

Uber Careers

Skills:

- Excellent organizational skills
- Strong attention to detail
- Ability to work independently and as part of a team
- Ability to work under pressure
- Proficient in Microsoft Office Suite

Important Links

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

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