



<https://jobfy.in/jobs/lt-careers-free-job-alert-back-office-work-from-home/>

## L&T Careers – Free Job Alert – Back Office Work From Home

### Job Location

India

Remote work from: IN; US; AU; NZ; HK; JP; KZ; MY; SG; TW; TH; UZ; VN; AT; BY; BE; DK; FR; DE; GR; NL; RU; ES; CH; UK; GB; DZ; KW; MA; QA; SA; MX; AE; CA; GT; DO

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### Base Salary

USD 14 - USD 24

### Qualifications

Graduate, Post Graduate

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### Employment Type

Full-time, Work From Home

### Description

## L&T Recruitment 2024

Are you a detail-oriented individual with a knack for organization? Do you thrive in a fast-paced environment and enjoy tackling diverse tasks? If so, we encourage you to consider this exciting opportunity to join Larsen & Toubro (L&T), a multinational conglomerate with a presence across engineering, construction, and technology.

### Why Join L&T in this Role?

In this dynamic role, you'll play a pivotal role in supporting our back-office operations, ensuring smooth functioning through meticulous data entry and administrative tasks. You'll have the opportunity to contribute to a company renowned for its innovation and commitment to excellence.

### L&T Jobs Near Me

L&T offers a dynamic work environment that fosters continuous learning and professional development. As a remote position, you can contribute from the comfort of your own space, while collaborating with a talented team across the country.

### Job Summary

We are seeking a highly organized and motivated individual to join our growing

### Hiring organization

Larsen & Toubro

### Date posted

March 21, 2024

### Valid through

31.12.2024

APPLY NOW

team as a Back Office Work From Home Support Specialist. You'll be responsible for a variety of tasks, including data entry, document creation and management, filing, and assisting with administrative processes.

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#### **Key Responsibilities:**

- Meticulously enter and maintain accurate data across various platforms.
- Create and manage documents, including reports, presentations, and spreadsheets.
- Maintain efficient filing systems, both physical and electronic.
- Provide administrative support, including scheduling appointments, managing calendars, and handling travel arrangements.
- Respond to inquiries and requests promptly and professionally.
- Contribute to a positive and organized work environment.

#### **Required Skills and Qualifications:**

- Minimum qualification of 12th standard or equivalent.
- Strong computer literacy with proficiency in MS Office Suite (Word, Excel, PowerPoint).
- Excellent typing skills with a high degree of accuracy.
- Exceptional attention to detail and a commitment to quality.
- Strong organizational and time management skills.
- Excellent communication and interpersonal skills.
- The ability to work independently and as part of a team.

#### **Experience:**

- Prior experience in data entry, back-office support, or a similar role is a plus.

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#### **Why Join L&T?**

At L&T, we believe in fostering a culture of growth, collaboration, and innovation. You'll have the opportunity to:

- Work on challenging and rewarding projects that contribute to the success of a leading multinational company.
- Learn from experienced professionals and develop your skills through ongoing training and development programs.

- Enjoy a competitive salary and benefits package, including health insurance, paid time off, and retirement plans.
- Be part of a diverse and inclusive work environment that values your unique contributions.

#### **Application Process:**

To apply, please submit your resume and a cover letter expressing your interest in the position.

#### **Motivate Yourself to Join Us!**

This is a fantastic opportunity to launch your career with a leading company and contribute to a dynamic and innovative work environment. We look forward to hearing from you!

#### **General Overview:**

This role offers a unique opportunity to combine your meticulous nature with your organizational skills. You'll play a vital role in ensuring the smooth functioning of our back-office operations and contribute to the success of L&T. If you're looking for a challenging and rewarding career path with a renowned organization, we encourage you to apply!

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**Important Links**

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

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