



<https://joblife.govhelp.in/job/adidas-recruitment-2024-jobs-alerts-back-office-assistant-post/>

## Adidas Recruitment 2024 – Jobs Alerts – Back Office Assistant Post

### Hiring organization

Adidas

### Job Location

India

Remote work from: IND

### Date posted

January 6, 2024

### Valid through

31.08.2024

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### Base Salary

USD 15,800 - USD 20,000

APPLY NOW

### Qualifications

12th pass/ Graduate

### Employment Type

Full-time

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### Description

## Adidas Recruitment 2024

Adidas is looking for highly motivated and organized Back Office Assistants to join our team. As a Back Office Assistant, you will be responsible for providing a variety of administrative and support services to our back office team. You will also be responsible for maintaining and managing our back office systems and processes.

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### Adidas Jobs Near Me

### Responsibilities:

- Provide administrative and support services to the back office team
- Maintain and manage back office systems and processes
- Process orders and invoices
- Manage inventory
- Provide customer support
- Assist with other tasks as assigned

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### Adidas Careers

**Skills:**

- Strong organizational and time management skills
- Excellent communication and interpersonal skills
- Ability to work independently and as part of a team
- Proficiency in MS Office Suite

**Important Links** Experience with back office systems is a plus

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

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