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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

Base Salary

USD 15,800 - USD 20,000

APPLY NOW

Qualifications

12th pass/ Graduate

Employment Type

Full-time

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.

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

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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