

<https://jobs.govhelp.in/job/byjus-recruitment-2023-job-opportunities-back-office-executive-post/>

## BYJU'S Recruitment 2023 – Job Opportunities – Back Office Executive Post

**Hiring organization**  
BYJU'S

### Job Location

India  
Remote work from: IND

### Date posted

November 21, 2023

### Valid through

31.03.2024

### Base Salary

Rs. 17,200 - Rs. 22,500

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### Qualifications

Graduate, 12th

### Employment Type

Full-time

### Description

## BYJU'S Recruitment 2023

BYJU'S is looking for a passionate and organized Back Office Executive to join our growing team. The ideal candidate will be a highly motivated and results-oriented individual with excellent administrative and customer service skills. You will be responsible for providing general administrative support to the back office team, processing customer orders, and maintaining customer records.

### BYJU'S Careers

#### Responsibilities:

- Process customer orders and payments
- Maintain customer records and accounts
- Provide general administrative support to the back office team, such as scheduling appointments, managing files, and preparing reports
- Resolve customer inquiries and complaints
- Perform other duties as assigned

### BYJU'S Jobs Near Me

## **Skills**

- Excellent administrative and customer service skills
- Strong organizational and time management skills
- Ability to work independently and as part of a team
- Proficiency in using computers and office software
- Knowledge of BYJU'S products and services (a plus)

## **Qualifications**

- High school diploma or equivalent
- Freshers or 1+ year of experience in a back office role

## **Important Links**

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

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