Ajio Recruitment 2023 – Jobs – Back Office Executive Post

Hiring organization
Ajio

Job Location
India
Remote work from: IND

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Date posted
November 18, 2023

Valid through
31.03.2024

APPLY NOW

Base Salary
Rs. 15,000 - Rs. 21,000

Qualifications
12th Pass/Graduate

Employment Type
Full-time

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Description

Ajio Recruitment 2023

Ajio is looking for passionate and organized Back Office Executives to join our team and help us grow our business. As a Back Office Executive, you will be responsible for a variety of administrative and logistical tasks, including managing customer data, processing orders, and generating reports. You will also be responsible for providing administrative support to the Ajio team.

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Ajio Jobs For Freshers

Responsibilities

- Manage customer data, including contact information, order history, and preferences.
- Process orders and ensure that they are delivered accurately and on time.
- Generate reports on sales performance and other key metrics.
- Provide administrative support to the Ajio team, such as scheduling appointments, preparing presentations, and creating marketing materials.
- Maintain a clean and organized work environment.
- Follow Ajio's safety and security procedures.

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Ajio Jobs Near Me

Skills

- Excellent organizational and time management skills.
- Strong communication and interpersonal skills.
- Ability to work independently and as part of a team.
- Ability to manage multiple priorities and work under pressure.
- Good knowledge of Microsoft Office Suite.
- Experience with CRM systems is a plus.
- Good knowledge of the retail and e-commerce industries is a plus.

Important Links

Find the Link in Apply Now Button

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