

<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

APPLY NOW

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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