

## Sony Recruitment 2023 – Jobs – Back Office Executive Post

**Hiring organization**  
Sony

### Job Location

India  
Remote work from: IND

**Date posted**  
November 21, 2023

**Valid through**  
31.03.2024

### Base Salary

Rs. 19,000 - Rs. 26,000

APPLY NOW

### Qualifications

Graduate, 12th Pass

### Employment Type

Full-time

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### Description

## Sony Recruitment 2023

Sony Electronics Inc., a global leader in developing innovative products and services in the consumer electronics, professional and industrial audio and video, semiconductors, and other business segments, is seeking a highly motivated and detail-oriented Back Office Executive to join our dynamic team. As a Back Office Executive, you will play a key role in supporting our Back Office operations, ensuring that they run smoothly and efficiently. You will be responsible for a variety of tasks, including processing orders, managing inventory, handling customer inquiries, and providing administrative support.

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### Sony Jobs For Freshers

### Responsibilities:

- Process orders accurately and efficiently, ensuring that products are shipped to customers on time and in accordance with their orders.
- Maintain inventory levels, tracking stock levels, placing orders for new products, and ensuring that the right products are available to meet customer demand.
- Handle customer inquiries promptly and professionally, resolving issues and providing information to customers.
- Maintain accurate records and documentation, including order logs, inventory records, and customer correspondence.
- Provide general administrative support to the Back Office team, such as scheduling meetings, preparing reports, and making travel arrangements.

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## Sony Jobs Near Me

### Skills:

- Bachelor's degree in business administration, or a related field.
- 2+ years of experience in a back-office or administrative role.
- Excellent organizational and time management skills.
- Proficient in Microsoft Office Suite.
- Ability to work independently and as part of a team.
- Detail oriented and able to handle multiple tasks simultaneously.

### Important Links

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

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