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DTDC Recruitment 2023 – Freshers Jobs – Back Office Staff Post

Hiring organization
DTDC

Job Location

India
Remote work from: India

Date posted
March 1, 2023

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Valid through
31.12.2025

Base Salary

Rs. 15,000 - Rs. 27,500

APPLY NOW

Qualifications

12th, Graduate

Employment Type

Full-time

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Description

DTDC Recruitment 2023

The Back Office Staff position is responsible for inputting data from various sources into an online system.

Jobs Near Me

Qualifications:

- High school diploma or equivalent
- Typing speed of at least 50 WPM
- Excellent attention to detail
- Strong organization and problem-solving skills

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Jobs For Freshers

This position also requires excellent attention to detail, as well as organization and problem-solving skills.

Responsibilities:

- Enter data into the online system
- Verify accuracy of data
- Correct any errors

Respond to customer inquiries

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

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