



<https://jobquest.jobsworld.com/job/havells-india-limited-recruitment-2023-jobs-near-me-back-office-coordinator-post/>

Havells India Limited Recruitment 2023 – Jobs Near Me – Back Office Coordinator Post

Hiring organization
Havells India Limited

Job Location

India
Remote work from: India

Date posted
January 17, 2023

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Valid through
30.09.2025

Base Salary

Rs. 11,000 - Rs. 21,000

APPLY NOW

Qualifications

12th, Graduate

Employment Type

Full-time

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Description

Havells India Limited Recruitment 2023

The Back Office Coordinator will work with the Director of Operations to manage the operations of the back office.

Havells India Limited Work From Home Jobs

Responsibilities:

- Coordinate and schedule meetings
- Prepare and distribute meeting minutes
- Greet and direct visitors
- Respond to requests for information

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Havells India Limited Jobs For Freshers

Skills:

- Strong organizational skills and attention to detail
- Excellent communication and interpersonal skills
- Proficient in MS Office Suite

Knowledge of office equipment

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

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