

Lenskart Recruitment 2023 – Job For Freshers – Back Office Admin Post

Hiring organization
Lenskart

Job Location

India
Remote work possible

Date posted
June 21, 2023

Valid through
31.12.2025

Base Salary

Rs. 10,000 - Rs. 17,500

APPLY NOW

Qualifications

12th, Graduate

Employment Type

Full-time

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Description

Lenskart Recruitment 2023

Job Title: Back Office Admin

Location: Delhi

Reports To: Head of Back Office Operations

Summary:

We are looking for a highly motivated and experienced Back Office Admin to join our team. The ideal candidate will have a strong understanding of back office operations and be able to provide administrative support to the company. They will also be able to work independently and as part of a team to achieve back office goals.

Responsibilities:

- **Manage the flow of paperwork:** This includes receiving, sorting, and distributing paperwork.
- **Maintain customer records:** This includes updating customer records, responding to customer inquiries, and resolving customer complaints.
- **Assist with other administrative tasks:** This may include preparing reports, managing calendars, and scheduling appointments.

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- **Bachelor's degree in Business Administration or a related field:** This is preferred, but not required.
- **1+ years of experience in back office administration:** This is preferred,

but not required.

- **Proficiency in Microsoft Office Suite:** This is required.

Experience as a Fresher:

- **Freshers with a strong academic background and a passion for back office administration are encouraged to apply:** If you are a fresh graduate with a strong academic background and a passion for back office administration, we encourage you to apply. We are willing to train the right

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