

Lenskart Recruitment 2023 – Job Freshers – Back Office Coordinator Post

Hiring organization
Lenskart

Job Location

India
Remote work from: India

Date posted
March 18, 2023

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Valid through
31.12.2025

Base Salary

Rs. 20,000 - Rs. 27,500

APPLY NOW

Qualifications

12th, Graduate

Employment Type

Full-time

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Description

Lenskart Recruitment 2023

The Back-Office Coordinator will provide operational and administrative support to the Sales & Marketing Department.

The ideal candidate will have experience in a customer service or administrative support role, be detail oriented, and have excellent organizational skills.

Jobs Near Me

Qualifications:

- High school diploma or equivalent
- Minimum of 2 years of experience in a customer service or administrative support role
- Strong organizational skills and attention to detail
- Excellent communication skills, both oral and written

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Jobs For Freshers

Responsibilities:

- Coordinate and manage the sales and marketing department's calendar, scheduling meetings and appointments as needed
- Assist with the preparation of proposals, marketing materials, and other sales and marketing related documents
- Maintain electronic and paper filing systems for records related to sales and marketing activity

- Coordinate customer orders and track customer shipments
- Process invoices and maintain vendor files
- Respond to customer inquiries via phone and email

Important Links

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

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