



<https://jobquest.jobsleworld.com/job/meesho-recruitment-2023-jobs-near-me-back-office-staff-post/>

## Meesho Recruitment 2023 – Jobs Near Me – Back Office Staff Post

**Hiring organization**  
Meesho

### Job Location

India  
Remote work from: India

**Date posted**  
January 18, 2023

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**Valid through**  
30.09.2023

### Base Salary

Rs. 15,000 - Rs. 20,000

APPLY NOW

### Qualifications

12th, Graduate

### Employment Type

Full-time

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### Description

## Meesho Recruitment 2023

The purpose of this role is to support the office by handling administrative tasks and providing back-up coverage for other staff.

### Jobs For Freshers

**Responsibilities:** -Manage and maintain office equipment -Answer and forward phone calls -Keep track of office supplies and place orders as needed

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### Meesho Work From Home Jobs

**Qualifications:** -High school diploma or equivalent -Previous experience in an administrative role -Familiarity with Microsoft Office Suite

### Important Links

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

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