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Nerolac Recruitment 2023 – Work From Home Jobs – Back Office Admin Post

Hiring organization
Nerolac

Job Location

India
Remote work possible

Date posted
June 22, 2023

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Valid through
31.12.2025

Base Salary

Rs. 25,000 - Rs. 50,000

APPLY NOW

Qualifications

12th, Graduate

Employment Type

Full-time, Work From Home

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Description

Nerolac Recruitment 2023

Job Title: Back Office Admin

Department: Administration

Reports To: Admin Manager

Summary:

The Back Office Admin is responsible for providing administrative support to the Nerolac team. This includes tasks such as data entry, filing, and scheduling.

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Responsibilities:

- Enter data into the company's database.
- File and maintain company records.
- Schedule appointments and meetings.
- Answer phones and provide customer service.

- Other duties as assigned.

Skills:

- Proficient in Microsoft Office Suite.
- Excellent organizational skills.
- Attention to detail.
- Excellent communication skills, both written and verbal.

Qualifications:

- High school diploma or equivalent.
- 1+ year of experience in a back office or administrative role is preferred.

Important Links

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

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