

## NTPC Limited Recruitment 2023 – Jobs Near Me – Back Office Coordinator Post

**Hiring organization**  
NTPC Limited

### Job Location

India  
Remote work from: India

**Date posted**  
January 21, 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

## NTPC Limited Recruitment 2023

The Back Office Coordinator is responsible for performing general clerical and administrative duties in support of the back office operations.

### Jobs For Freshers

Responsibilities:

- Prepare and distribute reports
- Maintain files and records
- Schedule appointments

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### NTPC Limited Work From Home Jobs

Qualifications:

- High school diploma or equivalent
- At least 2 years of experience in a clerical or administrative role
- Proficient in Microsoft Office

### Important Links

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

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