



<https://jobquest.jobsleworld.com/job/tata-motors-recruitment-2023-jobs-near-me-back-office-coordinator-post/>

## Tata Motors Recruitment 2023 – Jobs Near Me – Back Office Coordinator Post

**Hiring organization**  
Tata Motors

### Job Location

India  
Remote work from: India

**Date posted**  
January 20, 2023

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**Valid through**  
30.09.2023

### Base Salary

Rs. 14,000 - Rs. 20,000

APPLY NOW

### Qualifications

Graduate

### Employment Type

Full-time

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### Description

## Tata Motors Recruitment 2023

The Back Office Coordinator is responsible for the efficient and accurate running of the back office.

### Tata Motors Work From Home Jobs

**Responsibilities:-** • Coordination of back office operations • Management of back office personnel • Preparation of weekly reports • Maintenance of databases and records

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### Tata Motors Jobs For Freshers

**Qualifications:-** • High school diploma or equivalent • Minimum of two years experience in a back office or administrative role • Strong organizational skills • Excellent communication skills

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

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