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## Tata Power Jobs 2023 – Jobs Near Me – Back Office Executive Post

**Hiring organization**  
Tata Power

### Job Location

India  
Remote work from: India

**Date posted**  
January 12, 2023

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**Valid through**  
31.12.2025

### Base Salary

Rs. 10,000 - Rs. 20,500

APPLY NOW

### Qualifications

12th, Graduate

### Employment Type

Full-time

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### Description

## Tata Power Recruitment 2023

The Back Office Executive is responsible for the daily operations of the back office and provides support to the management team.

### Tata Power Work From Home Jobs

#### Responsibilities:

- Provide customer service by responding to customer inquiries and complaints
- Enter and track Accounts Payable and Accounts Receivable information

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### Tata Power Jobs For Freshers

#### Qualifications:

- Proven experience as a Back Office Executive

**Important Links** [Strong communication Skill](#)

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

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