



ATATA SIA JV  
**vistara**

<https://jobquest.jobsworld.com/job/vistara-recruitment-2023-2-years-experience-required-back-office-admin-post/>

## Vistara Recruitment 2023 – 2+ Years Experience Required – Back Office Admin Post

**Hiring organization**  
Vistara

### Job Location

Lucknow, Uttar Pradesh, India  
Remote work from: India

**Date posted**  
April 22, 2023

(adsbygoogle = window.adsbygoogle || []).push({});

**Valid through**  
31.12.2025

### Base Salary

Rs. 22,000 - Rs. 29,000

APPLY NOW

### Qualifications

12th Passed/Graduate

### Employment Type

Full-time

### Experience

2+ Years Experience Required

(adsbygoogle = window.adsbygoogle || []).push({});  
(adsbygoogle = window.adsbygoogle || []).push({});

### Description

## Vistara Recruitment 2023

The Back Office Admin is responsible for providing back office support to the company. This includes tasks such as bookkeeping, accounts payable, and human resources. The Back Office Admin must be able to manage and organize these tasks in an efficient and effective manner. The ideal candidate for this position will have experience in bookkeeping and accounting, as well as a strong attention to detail.

### Vistara Jobs For Freshers

#### Responsibilities:

- Bookkeeping: Prepare and maintain financial statements, invoices, and other financial documents
  - Accounts Payable: Process accounts payable and vendor payments
  - Human Resources: Maintain employee records, prepare payroll, and file associated taxes

(adsbygoogle = window.adsbygoogle || []).push({});

## **Vistara Work From Home**

### **Qualifications:**

- - Bookkeeping and accounting experience
- - Strong attention to detail
- - Strong organizational skills

### **Important Links**

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

(adsbygoogle = window.adsbygoogle || []).push({});

(adsbygoogle = window.adsbygoogle || []).push({});