

<https://jobquest.jobsleworld.com/job/wipro-recruitment-2023-jobs-for-fresher-back-office-executive-post/>

Wipro Recruitment 2023 – Jobs For Fresher – Back Office Executive Post

Hiring organization

Wipro

Job Location

India

Remote work from: India

Date posted

March 3, 2023

Valid through

30.09.2025

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Base Salary

Rs. 12,500 - Rs. 23,000

APPLY NOW

Qualifications

Graduation

Employment Type

Full-time

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Description

Wipro Recruitment 2023

Wipro are looking Candidates For a Back Office Executive Jobs.

Wipro Work From Home Jobs

Some of the main duties of a back office executive include processing payments, preparing invoices, maintaining records, and organizing files. They must also be able to handle customer inquiries and provide support to the front office staff.

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Wipro Jobs For Freshers

The Back Office Executive is responsible for handling the back-end office operations of the company. He is responsible for tasks such as bookkeeping, maintaining records, and preparing reports. The Back Office Executive must be able to work with a high degree of accuracy and be able to handle confidential information discreetly.

Responsibilities:-

- Take customer orders over the phone and through e-mail
- Enter customer information into the computer system
- Process customer payments

Keep track of inventory

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