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Dabur Recruitment 2023 – 2+ Years Experience Required – Back Office Executive Post

Hiring organization
Dabur

Job Location

India
Remote work from: India

Date posted
March 30, 2023

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Valid through
31.12.2025

Base Salary

Rs. 25,000 - Rs. 30,000

APPLY NOW

Qualifications

Graduate

Employment Type

Full-time

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Description

Dabur Recruitment 2023

The Back Office Executive is responsible for performing a variety of administrative and clerical duties to support the efficient operation of the back office. This individual must be able to work independently with minimal supervision, have strong attention to detail, and be able to handle multiple tasks simultaneously.

Jobs Near Me

Qualifications:

- High school diploma or equivalent
- 1-2 years of experience in an administrative role
- Strong attention to detail
- Ability to handle multiple tasks simultaneously

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Work From Home Jobs

This position offers a great opportunity for someone who wants to work in a fast-paced, high-energy environment.

Responsibilities:

- Processing customer orders
- Entering customer data into the system
- Generating invoices and shipping documents
- Reviewing and processing customer returns

Performing other administrative tasks as required

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

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