

Infosys Limited Recruitment 2023 – Apply Online – Back Office Executive Post

Hiring organization
Infosys Limited

Job Location

India
Remote work from: India

Date posted
January 21, 2023

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Valid through
31.12.2023

Base Salary

Rs. 25,000 - Rs. 30,000

APPLY NOW

Qualifications

Graduate

Employment Type

Full-time

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Description

Infosys Limited Recruitment 2023

The Back Office Executive will report to the Front Office Manager and will be responsible for providing operational and administrative support to the front office.

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Qualifications:

- High school diploma or equivalent.
- At least 1 year of experience in an administrative or operations role.
- Proven experience as a back office executive or in a similar role
- Strong communication and coordination skills
- Multitasking abilities
- Proficient in Microsoft Office

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Apply Online Jobs

They work with various administrative and support staff to ensure that all office procedures are carried out smoothly and that all back-office functions are carried out efficiently and effectively.

Responsibilities:

- Coordinating with other administrative staff to ensure the smooth and efficient operation of the back office
- Communicating with clients and suppliers to ensure that all back-office functions

are carried out as required

- Managing and overseeing all back-office support staff
- Carrying out regular administrative duties such as filing, data entry and booking appointments

Important Links

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

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