

## Infosys Recruitment 2023 – Work From Home Jobs – Back Office Coordinator Job

### Hiring organization

Infosys

### Job Location

India

Remote work from: India

### Date posted

January 18, 2023

### Valid through

31.12.2025

### Base Salary

Rs. 20,000 - Rs. 35,000

APPLY NOW

### Qualifications

12th Passed/Graduate

### Employment Type

Full-time, Work From Home

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

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

### Description

## Infosys Recruitment 2023

The ideal candidate will have experience in a customer service or administrative role, as well as excellent communication and organizational skills.

Infosys Jobs Near Me

### Qualifications:

- Experience in customer service or administrative role
- Excellent communication and organizational skills
- Proven experience as a back office coordinator or in a related role
- Knowledge of basic accounting and bookkeeping procedures
- Strong organizational skills and attention to detail

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

Infosys Jobs For Freshers

The ideal candidate will have experience in a customer service or administrative role, as well as excellent communication and organizational skills.

### Responsibilities:

- Prepare and ship orders

- Data entry
- Customer service
- Other administrative tasks
- Prepare and issue mail and packages
- Prepare documents and reports

Order and track office supplies

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

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

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