

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

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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

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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

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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

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