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LG Recruitment 2023 – Job Near Me – Back Office Executive Post

Hiring organization
LG

Job Location

India
Remote work from: India

Date posted
March 16, 2023

Valid through
31.12.2025

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Base Salary

Rs. 25,000 - Rs. 30,000

APPLY NOW

Qualifications

Graduate.

Employment Type

Full-time

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Description

LG Recruitment 2023

The Back Office Executive will be responsible for handling the administrative and clerical needs of the company. This includes managing the company's email account, preparing reports, scheduling appointments, and handling other general administrative tasks.

LG Jobs Near Me

Qualifications:

- A Bachelor's degree in a quantitative field (Computer Science, Engineering, etc.) is required.
- At least 5 years of experience in a data science related role is required.
- Experience in team management is preferred

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LG Jobs For Freshers

The Back Office Executive is responsible for handling the back-end office operations of the company. This includes handling the company's finances, HR, and admin functions.

Responsibilities:

- Manage day-to-day operations of the BPO function
- Oversee all aspects of the BPO process, including planning, staffing, training, and quality control
- Respond to customer inquiries and complaints

Ensure compliance with all applicable laws and regulations.

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