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Meesho Recruitment 2023 – Jobs For Fresher – Back Office Admin Post

Hiring organization
Meesho

Job Location

India
Remote work from: India

Date posted
March 4, 2023

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Valid through
31.12.2025

Base Salary

Rs. 12,500 - Rs. 18,000

APPLY NOW

Qualifications

12th Passed/Graduate

Employment Type

Full-time

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Description

Meesho Recruitment 2023

The Back Office Admin will be responsible for overseeing and coordinating all back office functions for the company. This will include, but is not limited to, accounts payable/receivable, human resources, and payroll.

Meesho Work From Home

Qualifications:

- Familiarity with hotel reservations and front desk systems
- Strong communication skills
- Excellent communication and customer service skills
- Ability to manage multiple tasks simultaneously
- Familiarity with office software (Excel, Word, PowerPoint)

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Meesho Jobs Near Me

Responsibilities:

- • Handle complex travel arrangements including visa applications
- • Document and track expenses for review by the Director of Finance
- • Process invoices and payments

Important Links

Generate reports as needed

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

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