

Novartis India Ltd Recruitment 2023 – Apply Online – Back Office Staff Job

Hiring organization
Novartis India Ltd

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

Novartis India Ltd Recruitment 2023

The Back office staff is responsible for the day-to-day operation of the company. This includes handling customer inquiries, processing orders, and maintaining records.

Jobs Near Me

Qualifications:

- Strong communication and customer service skills
- Basic computer skills
- Detail oriented
- Able to work independently
- Able to multitask

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Apply Online Jobs

This may include tasks such as preparing and organizing documents, data entry, and providing customer service

Responsibilities:

- Preparation and organization of documents

- Data entry
- Customer service
- Other administrative tasks as needed
- Accounts payable: processing invoices and payments, recording vendor information
- Accounts receivable: tracking customer payments, issuing invoices

Data entry: entering customer or product data into a system

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

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