

## Novartis India Ltd Recruitment 2023 – Apply Online – Back Office Staff Post

### Hiring organization

Novartis India Ltd

### Job Location

India

Remote work from: India

### Date posted

January 21, 2023

### 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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