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Peerless Recruitment 2023 – 2+Years Experience Required – Back Office Executive Post

Hiring organization

Peerless

Job Location

India

Remote work from: India

Date posted

May 3, 2023

Valid through

31.12.2025

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Base Salary

Rs. 44,000 - Rs. 52,000

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Qualifications

Graduate.

Employment Type

Full-time

Experience

2+Years Experience Required

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Description

Peerless Recruitment 2023

The Back Office Executive will be responsible for handling the administrative and clerical needs of the company.

Peerless Jobs Near Me

This includes managing the company's email account, preparing reports, scheduling appointments, and handling other general administrative tasks.

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Peerless 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,

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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