



<https://bestjob.jobsareahub.com/job/peerless-recruitment-2023-job-near-me-back-office-executive-post/>

## Peerless Recruitment 2023 – Job Near Me – Back Office Executive Post

**Hiring organization**  
Peerless

### Job Location

India  
Remote work from: India

**Date posted**  
March 16, 2023

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**Valid through**  
31.12.2025

### Base Salary

Rs. 25,000 - Rs. 30,000

APPLY NOW

### Qualifications

Graduate.

### Employment Type

Full-time

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

### Peerless 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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### 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.

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

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