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TCS Recruitment 2023 – Jobs Near Me – Back Office Assistant Post

Hiring organization
TCS

Job Location

India
Remote work from: India

Date posted
March 18, 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

TCS Recruitment 2023

The Back Office Assistant will be responsible for handling the day-to-day operations of the back office, as well as providing support to the rest of the company.

TCS Jobs Near Me

Qualifications:

- Bachelor's degree or equivalent experience in a marketing or customer service field
- At least 5 years of experience in customer service or marketing
- Strong communication skills and excellent organizational skills
- Familiarity with CRM software and social media platforms

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TCS Jobs For Freshers

The role of a Back Office Assistant is to support the Back Office operations of the company. The Back Office Assistant is responsible for the day-to-day operations of the Back Office, including but not limited to, accounts payable and receivable, invoicing, data entry, and customer service.

Responsibilities:

-Define the customer experience and develop strategies to improve it

-Oversee customer interactions to ensure a positive experience

-Develop and execute marketing campaigns

-Monitor customer feedback and analyze it to improve the customer experience;

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

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