



<https://bestjob.jobsareahub.com/job/tcs-recruitment-2023-jobs-near-me-back-office-assistant-post/>

## 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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