

## Tech Mahindra Recruitment 2023 - 2+Years Experience Required - Back Office Executive Post

**Hiring organization**  
Tech Mahindra

### Job Location

India  
Remote work from: India

**Date posted**  
March 31, 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

## Tech Mahindra Recruitment 2023

The Back Office Executive is responsible for performing a variety of administrative and clerical duties to support the efficient operation of the back office. This individual must be able to work independently with minimal supervision, have strong attention to detail, and be able to handle multiple tasks simultaneously.

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### Tech Mahindra Work From Home Jobs

#### Requirements:

- High school diploma or equivalent
- 1-2 years of experience in an administrative role
- Strong attention to detail
- Ability to handle multiple tasks simultaneously

#### Responsibilities:-

- -Processing customer orders
- -Entering customer data into the system
- -Generating invoices and shipping documents
- -Reviewing and processing customer returns
- -Performing other administrative tasks as required

## Important Links

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

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