

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

Hiring organization
Tech Mahindra

Job Location

India
Remote work from: India

Date posted
March 30, 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 Staff is responsible for the overall operation of the back office. This includes, but is not limited to, accounts receivable, accounts payable, billing, and collections.

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Tech Mahindra Work From Home Jobs

Requirements:

- Strong math skills
- Excellent organization skills
- Strong attention to detail
- Ability to work independently

Responsibilities:-

- Accounts receivable: process customer payments, invoice customers, prepare and send statements
- Accounts payable: process supplier invoices, pay invoices, maintain supplier files
- Billing: generate invoices, process credits and rebills, manage customer account

information

Collection; follow up on delinquent accounts, conduct account reviews

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

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