



<https://bestjob.jobsareahub.com/job/peerless-recruitment-2023-2years-experience-required-back-office-executive-post/>

## Peerless Recruitment 2023 – 2+Years Experience Required – Back Office Executive Post

**Hiring organization**  
Peerless

### Job Location

India  
Remote work from: India

**Date posted**  
May 3, 2023

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**Valid through**  
31.12.2025

### Base Salary

Rs. 44,000 - Rs. 52,000

APPLY NOW

### Qualifications

Graduate.

### Employment Type

Full-time

### Experience

2+Years Experience Required

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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.

### Peerless Jobs Near Me

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

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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,

**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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