WORK VAPOR

Job Link: https://workvapor.in/jobs/back-office-assistant-job-veejay-med-point-private-limited/

BACK OFFICE ASSISTANT

HIRING ORGANIZATION

Veejay Med Point Private Limited

EMPLOYMENT TYPE

Full-time, Part-time

JOB LOCATION

? Remote work from: India

BASE SALARY

INR 18000 - INR 35000

DESCRIPTION

Responsibilities:

Enter, maintain, and organize data in a computer system.

Handle day-to-day office activities.

Answer phone calls and manage emails.

Experience Requirement:

Candidates with 0 to 6 months of experience are welcome to apply.