

WORK VAPOR

Job Link: <https://workvapor.in/jobs/back-office-executive-2/>

BACK OFFICE EXECUTIVE

BASE SALARY

INR 12000 - INR 15000

DESCRIPTION

Company: Quantanite India Pvt. Ltd.

Location: Remote (Hiring office: Thane, Maharashtra)

Job Type: Full-time, Permanent

Salary: Up to ₹15,000 per month

Contact: Email – hr.india@quantanite.com | Phone – 8655422855

We are hiring Back Office Executives to handle data and customer support operations. This role is suitable for women candidates and those returning to work.

Key Responsibilities

- Perform back office operations for customer success and service
- Manage and process data efficiently using Microsoft Excel and Google Sheets
- Support customer queries and maintain operational accuracy
- Work collaboratively with the team while following guidelines and procedures

Desired Profile

- HSC or Bachelor's degree from a recognized university
- Basic knowledge of MS Excel and Google Sheets
- Willingness to work in rotational or night shifts (9 hours per day)
- Open to freshers and candidates with up to 5 years of experience

HIRING ORGANIZATION

Quantanite India Pvt. Ltd.

EMPLOYMENT TYPE

Full-time

JOB LOCATION

India

? Remote work from: India

DATE POSTED

? March 18, 2026

Walk-in Interview Details

- **Dates:** 19th & 20th March 2026
- **Time:** 10:00 AM – 6:00 PM
- **Venue:** 2nd Floor, Road No. 16, Kalpataru Prime, Ambika Nagar, Wagle Estate, Thane, Maharashtra

Benefits & Work Mode

- Work from home
- Full-time permanent employment
- Opportunity to gain experience in BPM/BPO and customer support operations

How to Apply

Walk-in for the interview on the given dates or send your resume via email to hr.india@quantanite.com

You can also contact via WhatsApp / call: 8655422855