

WORK VAPOR

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

HIRING ORGANIZATION

Millennium Software Solutions

EMPLOYMENT TYPE

Full-time, Part-time

JOB LOCATION

India

BACK OFFICE EXECUTIVE – ADMINISTRATIVE SUPPORT

BASE SALARY

? 7000 - ? 12000

DESCRIPTION

Millennium Software Solutions

Location: India

Work Mode: In Person

Salary: ?7,000 – ?12,000 per month

Contact: 9680935287

This job is for Back Office Executive. Work is related to data entry, documentation and office support tasks. Candidate will help in smooth office operations.

Role Overview

This role is focused on back office and management support work. Person will handle data, records and basic administrative tasks to support company operations.

Key Responsibilities

- Handle data entry and record keeping
- Manage office documentation work
- Support internal team with reports
- Maintain files and organized data system
- Coordinate basic office communication tasks

Required Skills

Candidate should be organized and good in computer work.

- Basic knowledge of MS Word and PowerPoint
- Good typing and data entry skill
- Attention to detail
- Ability to manage multiple tasks
- Basic communication skill

Work Nature

This is full-time office job. Work is related to computer based administrative tasks.

Benefits

Company provides basic employee benefits.

- Cell phone reimbursement
- Internet reimbursement
- Paid sick leave
- Provident Fund

How to Apply

Interested candidates can send resume on contact number.

Contact: 9680935287