

WORK VAPOR

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

HIRING ORGANIZATION

Chetak Coating Pvt Ltd

EMPLOYMENT TYPE

Full-time

JOB LOCATION

Ranchi, India

DATE POSTED

? March 24, 2026

BACK OFFICE EXECUTIVE (DATA ENTRY)

BASE SALARY

INR 15000 - INR 20000

DESCRIPTION

Job Title: Back Office Executive (Data Entry)

Enter and manage daily production and stock data in a clear and accurate way.

Organization: Chetak Coating Pvt Ltd

Location: Ranchi

Employment Type: Full-time

Salary: ?15,000 – ?20,000 per month

Contact: +91 7001998823

About the Company

Chetak Coating Pvt Ltd is a manufacturing-based company handling production and supply operations. The company offers a stable work environment with basic growth opportunities.

Job Overview

This role is suitable for candidates who have basic computer knowledge and want to work in a back office/data entry role. You will handle records, data entry, and basic reporting tasks.

Key Responsibilities & Role Details

- Enter daily production and stock data into the system
- Maintain raw material and finished goods records
- Handle billing and invoice data entry
- Track dispatch and delivery details
- Prepare simple reports using MS Excel
- Organize and manage office documents
- Coordinate with factory staff for correct data

Eligibility & Skills Required

- Basic computer knowledge
- Familiarity with MS Excel
- Good typing speed and accuracy
- Attention to detail
- Freshers can apply

Perks & Benefits

- Stable full-time job
- Simple office work environment
- Opportunity for freshers
- Basic skill development in data handling

How to Apply

Call or WhatsApp directly for job application.

You can send your resume to the given email/phone/WhatsApp.

Phone/WhatsApp: +91 7001998823