

WORK VAPOR

Job Link: <https://workvapor.in/jobs/back-office-executive-excel-and-email-coordination/>

HIRING ORGANIZATION

AETERNA(A) GROUP

EMPLOYMENT TYPE

Full-time

DATE POSTED

? October 8, 2026

JOB LOCATION

400001, Mumbai, Maharashtra, India

BACK OFFICE EXECUTIVE – EXCEL AND EMAIL COORDINATION

BASE SALARY

INR 15000 - INR 25000

DESCRIPTION

Job Role: Back Office Executive

Company: AETERNA(A) GROUP

Location: Mumbai

Work Mode: Work From Office

Salary: ?15,000–?25,000 per month

Experience: Freshers can apply; 1–3 years preferred for experienced candidates

Education: Not Specified

Key Skills: MS Excel, Email Drafting, Coordination and Documentation

Work Area: Back Office, MIS and Client Coordination

Contact Details:

Email: mohitsodhi26@gmail.com

Email: atulpandey8454@gmail.com

AETERNA(A) GROUP is looking for a **Back Office Executive** in Mumbai. The role includes Excel work, email communication, reporting and coordination.

Freshers can apply with basic Excel and computer knowledge. Candidates with 1–3 years of relevant experience will be preferred.

Key Responsibilities

- Prepare and maintain Excel sheets.
- Prepare reports and records.
- Draft and send professional emails.
- Respond to routine email queries.
- Follow up with clients and vendors.

- Maintain proper records and documents.
- Coordinate with internal teams.
- Update data and check report accuracy.
- Assist with MIS and other reports.
- Complete assigned work within timelines.

Required Skills

- Good knowledge of MS Excel.
- Ability to draft professional emails.
- Basic knowledge of Word and MS Office.
- Good attention to detail.
- Strong follow-up and coordination skills.
- Ability to work independently and in a team.
- Positive and responsible approach.
- Willingness to learn.

For Freshers

- Basic Excel knowledge is required.
- Good English email-writing ability is required.
- Basic computer knowledge is required.
- Good communication and coordination skills are expected.
- Experience is not mandatory.

For Experienced Candidates

- 1–3 years of experience is preferred.
- Back-office experience is relevant.
- Administration, MIS and documentation experience is preferred.
- Client coordination experience is an advantage.
- Excel reporting and email communication experience is useful.

How to Apply

Interested candidates can send their resume to:

mohitsodhi26@gmail.com

atulpandey8454@gmail.com