

WORK VAPOR

Job Link: <https://workvapor.in/jobs/back-office-executive-fresher-pan-india-wfh/>

HIRING ORGANIZATION

Leading Financial Services Company

EMPLOYMENT TYPE

Full-time

DATE POSTED

? September 2, 2026

JOB LOCATION

? Remote work from: India

BACK OFFICE EXECUTIVE – FRESHER – PAN INDIA WFH

DESCRIPTION

Back Office Executive | Fresher | Pan India WFH

A leading financial services company is hiring freshers for a Work From Home opportunity. Candidates from across India can apply. This is a full-time permanent position.

Salary: Not Disclosed

Location: Ranchi

The hiring office is located in Ranchi. The work mode is Work From Home and the opportunity is open across India.

Important Eligibility

- 0 to 1 year of experience
- Freshers can apply
- Any graduate can apply
- English and Hindi are mandatory
- Good communication skills are required
- Strong organizational skills are required
- Good attention to detail
- Knowledge of Microsoft Office is required

Work Responsibilities

- Manage incoming and outgoing emails
- Handle phone calls and mail
- Maintain files and databases
- Keep records organized
- Schedule appointments and meetings
- Coordinate with internal stakeholders
- Coordinate with external stakeholders
- Perform office and back-office activities

Candidates should be comfortable using Microsoft Office and other office software.
Knowledge of data entry, Excel and computer operations can be useful for the position.

Position and Hiring Details

- Position: Back Office Executive
- Company: Leading Financial Services Company
- Posted By: Hindco Recruitment Consultants
- Experience: 0–1 years
- Openings: 10
- Work Mode: Work From Home
- Hiring Office: Ranchi
- Location: Pan India
- Employment Type: Full Time, Permanent
- Industry: Financial Services

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