

WORK VAPOR

Job Link: <https://workvapor.in/jobs/back-office-executive-hr-recruiter-office-work-opportunity/>

HIRING ORGANIZATION

Home Needs Cart Pvt Ltd

EMPLOYMENT TYPE

Full-time, Part-time

JOB LOCATION

India

? Remote work from: India

DATE POSTED

? April 5, 2026

BACK OFFICE EXECUTIVE – HR RECRUITER OFFICE WORK OPPORTUNITY

BASE SALARY

INR 25000 - INR 50000

DESCRIPTION

Job Role: Back Office Executive / HR Recruiter

Company: Home Needs Cart Pvt Ltd

Work Mode: Bangalore Rural – On-site / Work From Home

Job Type: Full-time / Part-time

Salary: ?25,000 – ?50,000 per month

Timing: 10:30 AM – 5:00 PM

Eligibility: 10th Pass and Above, Age 18–60

Contact Details:

Call/WhatsApp: 9886978122

This work is about handling office tasks and supporting HR activities. You will manage simple data work and help in recruitment process. Work is easy if you follow instructions properly.

Office Work Tasks

- Handle basic back office work
- Maintain simple records and data
- Support daily office activities
- Follow instructions given by team

HR Work Tasks

- Help in recruitment process
- Contact and coordinate with candidates
- Maintain candidate details
- Support interview scheduling

Who Can Apply

- Freshers and experienced both
- Male and female candidates
- Basic communication skills
- Willing to work regularly

Simple work and consistency can help you continue in this role.

How to Apply

Call or WhatsApp: 9886978122

Send your CV or basic details to apply.