

WORK VAPOR

Job Link: <https://workvapor.in/jobs/back-office-executive-voice-non-voice/>

HIRING ORGANIZATION

Talent Organizers

EMPLOYMENT TYPE

Full-time

DATE POSTED

? October 2, 2026

JOB LOCATION

201301, Noida, Uttar Pradesh, India

BACK OFFICE EXECUTIVE – VOICE, NON-VOICE

BASE SALARY

INR 450000 - INR 700000

DESCRIPTION

Job Role: Non-Voice Process Executive – Back Office

Company: Talent Organizers

Job Type: Full Time | Permanent

Work Location: Noida | Gurugram | Delhi / NCR

Experience: 0–5 Years

Education: Any Graduate

Listed Salary: ₹4.25–₹7 Lacs P.A.

Recruiter Salary Details: Freshers up to ₹25,000 in hand | 1 year experience up to ₹39,000 in hand

Shift: 24/7 Rotational Shifts

Openings: 100

HR Contacts:

Livi: +91 9310292822

Ebi: +91 8920953936

Boneyjit: +91 9310330867

Talent Organizers is hiring candidates for **voice and non-voice process positions** across Delhi NCR. Fresh graduates can apply for the available openings.

The role may include back-office work or customer support based on the assigned process. Candidates should be comfortable with rotational shifts.

Key Responsibilities

- Handle assigned back-office or customer support tasks.
- Process and update information accurately.

- Follow process guidelines.
- Maintain proper records.
- Support inbound or outbound activities when required.
- Complete assigned work within deadlines.

Requirements

- **Any graduate can apply.**
- Freshers are eligible.
- Candidates with relevant experience can also apply.
- Good communication skills.
- Basic computer knowledge.
- Ability to work in **24/7 rotational shifts**.
- Comfortable with voice and non-voice processes.

Salary Details

- Freshers: **Up to ₹25,000 in hand per month.**
- Candidates with 1 year experience: **Up to ₹39,000 in hand per month.**
- The job listing also shows a salary range of **₹4.25–₹7 Lacs P.A.**

Skills

- Back Office Operations
- Non-Voice Process
- Voice Process
- Inbound Process
- Outbound Process
- Customer Support
- BPO Operations
- International Process

How to Apply

Interested candidates can contact the recruitment team:

Livi: +91 9310292822

Ebi: +91 8920953936

Boneyjit: +91 9310330867

Ask for details about the available **voice or non-voice process** before applying.