

# WORK VAPOR

Job Link: <https://workvapor.in/jobs/back-office-executive-work-from-home-%e2%82%b912000-%e2%82%b918000-month/>

## HIRING ORGANIZATION

Talent Valley

## EMPLOYMENT TYPE

Full-time, Part-time

## JOB LOCATION

INDIA

? Remote work from: INDIA

## BACK OFFICE EXECUTIVE (WORK FROM HOME) ?12,000 – ?18,000/MONTH

### DESCRIPTION

? Talent Valley is Hiring!

? Contact: 09054808674

**Position:** Back Office Executive (Work From Home)

**Location:** PAN India

**Salary:** ?12,000 – ?18,000/month

**Work Type:** Full-Time | Remote

#### Job Description:

We are looking for motivated and sincere individuals to join our growing team. The role involves simple data entry, email handling, and report preparation. Training will be provided — freshers are welcome.

#### Requirements:

- Basic computer knowledge
- Good communication skills
- Minimum 12th Pass
- Must have a smartphone/laptop with internet access

#### Why Join Us?

? Flexible working hours

? Friendly work culture

? Weekly payouts available (in some roles)

? Growth opportunities

Interested candidates can **call or WhatsApp on 09054808674** to apply.