

# WORK VAPOR

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

## HIRING ORGANIZATION

Expedite Informatics

## EMPLOYMENT TYPE

Full-time, Part-time

## JOB LOCATION

India

? Remote work from: India

## DATE POSTED

? March 15, 2026

## BACK OFFICE EXECUTIVE – HEALTHCARE SERVICES / IT SUPPORT

### BASE SALARY

INR 10000 - INR 25000

### DESCRIPTION

**Company:** Expedite Informatics

**Position:** Back Office Executive / Inside Sales Executive

**Industry:** Healthcare Services / IT Support

**Location:** Kharadi, Pune, Maharashtra, India (On-site)

**Employment Type:** Full-time, Permanent, Fresher

**Salary:** ?10K – ?25K/Month

**HR Contact:** +91 96655 66357

**Email:** [sayaji@expediteinformatics.com](mailto:sayaji@expediteinformatics.com)

#### Working Schedule:

- Shift Timing: 10:00 AM – 7:00 PM
- Working Days: 6 days a week (Sunday working)

#### Main Responsibilities:

- Contact prospective clients through phone calls and walk-in inquiries
- Explain company services and benefits clearly to potential customers
- Convert leads into appointments or service bookings through follow-ups
- Handle inbound customer queries and provide proper assistance
- Maintain accurate records of calls, leads, and follow-ups in CRM or Google Sheets
- Coordinate with clinic or operations team for appointment scheduling
- Assist with promotional calling campaigns and collect client feedback

#### Skills Required:

- Good communication skills in Hindi and English
- Basic computer knowledge including Google Sheets or MS Excel

- Confident and persuasive communication style
- Ability to manage customer interactions professionally
- Willingness to learn and grow in inside sales

**Eligibility:**

- Recent graduates or final-year students (any stream)
- Freshers can apply
- Marathi language knowledge is an added advantage

**Benefits:**

- Structured training in inside sales and customer communication
- Certificate for internship or full-time role based on performance
- Opportunity to work with a growing health and wellness startup
- Supportive and growth-focused work environment
- Provident Fund benefits

**How to Apply:**

Send your resume to [sayaji@expediteinformatics.com](mailto:sayaji@expediteinformatics.com) or contact via WhatsApp/Call at +91 96655 66357