

WORK VAPOR

Job Link: <https://workvapor.in/jobs/back-office-sales-assistant-supremo-india-private-limited/>

BACK OFFICE SALES ASSISTANT SUPREMO INDIA PRIVATE LIMITED

JOB LOCATION

? Remote work from: India

DESCRIPTION

Salary Range : Rs. 15000 – Rs. 20000 , based on skills, experience, and interview performance

Educational Requirement : 12th Pass / Male Only

Work Arrangement : Work From Office

Gender Preference : Male only

Skills Requirement : No predefined skills necessary

Experience Requirement : 2+ Years of Experience

Location : Dudhia

Working Hours : 10:30 AM – 7:30 PM | Monday to Saturday

Additional Info : Handle Support Functions Like Data Entry, Record Management, And Report Preparation. Ensure Efficient Documentation And Maintain Workflow Accuracy. Handling Customer Enquiries And Sales Related Calls. More Than 2 Years Experience Compulsory. | Basic Excel, MS Word | Skills Needed : Email, Computer

HIRING ORGANIZATION

SUPREMO INDIA PRIVATE LIMITED

EMPLOYMENT TYPE

Full-time

BASE SALARY

INR 20,400 - INR 26,000

DATE POSTED

? March 19, 2025

VALID THROUGH

2026-07-12

APPLY NOW

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