

# WORK VAPOR

Job Link: <https://workvapor.in/jobs/data-research-back-office-executive-work-from-home-%e2%82%b98k-%e2%82%b910-5k-per-month/>

## HIRING ORGANIZATION

Quantanite

## EMPLOYMENT TYPE

Full-time, Part-time

## JOB LOCATION

INDIA

? Remote work from: INDIA

## DATE POSTED

? February 25, 2026

## DATA RESEARCH / BACK OFFICE EXECUTIVE, WORK FROM HOME

### BASE SALARY

INR 8000 - INR 10500

### DESCRIPTION

**Company:** Quantanite

**Position:** Back Office Executive

**Industry:** BPM / BPO

**Location:** Hybrid (Work From Home + Hiring Office in Mumbai/Thane)

**Employment Type:** Full Time, Permanent

**Salary:** ?1-?1.25 LPA (Approx. ?8K-?10.5K per month)

**Openings:** 20

**Contact Us:** Arfa Merchant — +91 8655422855

Quantanite is looking for detail-oriented candidates to support online data research and back office operations. Freshers who are comfortable working with Google tools and maintaining accuracy are encouraged to apply.

### Job Responsibilities

- Search Google/web pages to identify required source data
- Extract and update information accurately in Google Sheets/CRM
- Prepare structured scribe files in internal tools

- Meet daily productivity and quality KPIs
- Escalate discrepancies or data issues to the Team Leader

### **Eligibility & Skills**

- Graduate or HSC from any discipline
- Freshers eligible to apply
- Basic English proficiency (reading, writing, speaking)
- Good knowledge of Google Sheets, Docs, and Forms
- Strong attention to detail and basic math skills

### **What You Will Get**

- Comprehensive training and ongoing support
- Remote work flexibility
- Collaborative and inclusive work culture
- Provident Fund and Health Insurance benefits

### **Interview Details**

- Date: 25 February 2026
- Time: 9:00 AM – 6:00 PM
- Venue: Quantanite Pvt Ltd, Awfis, 2nd Floor, Kalpataru Prime, Wagle Industrial Estate, Thane, Maharashtra

### **How to Apply**

Interested candidates can call or WhatsApp at +91 8655422855