

WORK VAPOR

Job Link: <https://workvapor.in/jobs/female-back-office-executive-%e2%82%b91-5-%e2%82%b93-25-lpa/>

HIRING ORGANIZATION

Highrise Management

EMPLOYMENT TYPE

Full-time

JOB LOCATION

380001, Ahmedabad, Gujarat, India

FEMALE BACK OFFICE EXECUTIVE – ₹1.5–₹3.25 LPA

BASE SALARY

INR 150000 - INR 325000

DESCRIPTION

Female Backoffice Executive – ₹1.5–₹3.25 LPA – Reputed Ahmedabad Company

Company: Highrise Management

Position: Backoffice / Receptionist / Coordinator / Telecaller

Location: Ahmedabad, Gujarat

Work Type: Full-Time, Permanent

Experience: 0–5 years

Salary: ₹1.5–₹3.25 LPA

Openings: 10

Gender: Female candidates only

A reputed company in Ahmedabad is hiring female candidates for multiple positions. Both freshers and experienced candidates can apply.

Basic computer knowledge is required. Experienced candidates may receive a salary hike based on their experience.

Contact: +91 8000044060

Open Positions

- Backoffice Executive
- Receptionist
- Coordinator
- Telecalling Executive

Key Responsibilities

- Handle back-office activities.
- Coordinate with internal teams.
- Manage reception and visitor interactions.
- Handle incoming and outgoing calls.
- Perform telecalling tasks.
- Maintain records and basic reports.
- Support daily office operations.
- Perform basic computer-related work.

Eligibility

- Female candidates only.
- Freshers can apply.
- Experienced candidates can apply.
- 0–5 years of experience.
- Graduate candidates can apply.
- Basic computer knowledge is required.
- Good communication skills are preferred.
- Candidates should be comfortable with coordination and calling work.

Salary

- ₹1.5–₹3.25 LPA.
- Experienced candidates may receive a salary hike.

How to Apply

Interested candidates can contact the recruitment team for more details.

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