WORK VAPOR

Job Link: https://workvapor.in/jobs/international-email-back-office-executive-navi-mumbai/

INTERNATIONAL EMAIL / BACK OFFICE EXECUTIVE – NAVI MUMBAI

BASE SALARY

INR 34500 - INR 35000

DESCRIPTION

Job Role: International Email & Back Office Executive

Company: Agile Rays
Job Type: Full-Time, Permanent
Work Mode: On-Site / In Person
Location: Ghansoli, Navi Mumbai, Maharashtra
Salary: ?34,500 in-hand/month
Experience: Minimum 1 Year
Process: International Email & Back Office
Shift: Rotational Shifts
Week-Off: 2 Rotational Week-Offs
Communication: B2 Level English Mandatory
Education: Any Graduate
Joining: Immediate Joiners / Candidates Joining Next Week
Openings: 100

HR Contact: Agile Rays
Phone / WhatsApp: +91 8082999874
Email: sukriti@agilerays.com
Application: Send your updated CV

Agile Rays is urgently hiring **International Email & Back Office Executives** for its Ghansoli, Navi Mumbai location. The role involves handling international email and back-office operations, checking customer information, processing documents, and coordinating with internal teams.

Candidates must have at least **1 year of international process experience** and B2-level English communication skills. Good attention to detail, typing skills, and the ability to meet

HIRING ORGANIZATION

Agile Rays

EMPLOYMENT TYPE

Full-time

DATE POSTED

? September 27, 2026

JOB LOCATION

Mumbai, Maharashtra, India

quality and turnaround-time targets are required.

Key Responsibilities

- Handle daily **international email and back-office operations**.
- Review customer information and documents.
- Process customer requests accurately.
- Verify data and check information for completeness.
- Handle international email queries as per process guidelines.
- Identify errors, discrepancies, and missing information.
- Coordinate with internal teams for issue resolution.
- Complete assigned work within defined **TAT**.
- Maintain quality, accuracy, and productivity standards.
- Follow company policies and process guidelines.
- Follow compliance requirements.
- Maintain strict confidentiality of customer and business information.

Candidate Requirements

- **Minimum 1 year of experience in any international process is mandatory.**
- Experience in International Voice, Non-Voice, Email, or Back Office can be considered.
- **B2-level English communication is mandatory.**
- Comfortable working in rotational shifts.
- Comfortable with 2 rotational weekly offs.
- Good attention to detail.
- Good data-processing skills.
- Basic computer knowledge.
- Good typing skills.
- Ability to meet productivity and quality targets.
- Ability to meet TAT requirements.
- Immediate joiners are preferred.

Selection Process

- **HR Round – Virtual**
- **Hallo-AI Assessment – C1 Level – Mandatory**
- **Operations Round – Virtual**

Key Skills

- International Email Process
- Back Office Operations
- Non-Voice Process
- Email Support
- Data Processing
- Customer Information Verification
- Documentation
- TAT Management
- Quality & Accuracy
- Typing Skills
- International Process

How to Apply

Send your **updated CV** to:

Email: sukriti@agilerays.com
Call / WhatsApp: +91 8082999874