

WORK VAPOR

Job Link: <https://workvapor.in/jobs/online-back-office-executive-remote-job-freshers-90-openings-quantanite/>

HIRING ORGANIZATION

Quantanite

EMPLOYMENT TYPE

Full-time, Part-time

JOB LOCATION

INDIA

? Remote work from: INDIA

DATE POSTED

? January 6, 2026

ONLINE BACK OFFICE EXECUTIVE – REMOTE JOB, FRESHERS, 90 OPENINGS | QUANTANITE

BASE SALARY

INR 8,000 - INR 16,000

DESCRIPTION

Company: Quantanite

Position: Back Office Executive

Industry: IT Services & Consulting

Location: Work from Home + Walk-in Interview at Thane, Mumbai

Employment Type: Full Time, Permanent

Salary: ?1 – 2 Lacs P.A.

Openings: 90

HR Contact: Arfa Merchant – 8655422855

Interview Details:

- Date: 7th January – 8th January
- Time: 10:00 AM – 6:00 PM
- Venue: Quantanite Pvt Ltd, Awfis, 2nd Floor, Road No.16, Kalpataru Prime, Ambika Nagar, Wagle Industrial Estate, Thane, Maharashtra – 400604

Responsibilities:

- Search Google/web pages to identify source data as per parameters
- Extract accurate data and required fields from source files
- Prepare structured scribe files and update Google Sheets/CRM tools
- Meet daily productivity, quality standards, and KPIs
- Ensure error-free data delivery
- Maintain proactive written and verbal communication
- Escalate discrepancies to Team Leader when required

Eligibility & Skills:

- Graduate / HSC from any discipline
- Freshers eligible
- Basic English proficiency (read, write, speak)
- Strong attention to detail and learning ability
- Good knowledge of Google Sheets, Docs & Forms
- Basic maths skills (add, subtract, multiply, divide)
- Discipline, teamwork & adaptability to shift changes
- Familiarity with online food delivery apps preferred

Benefits:

- Permanent Work from Home
- Provident Fund & Health Insurance
- Comprehensive training and ongoing support
- Inclusive, people-first work culture
- Exposure to global brands

How to Apply

Send your resume or contact on WhatsApp at 8655422855

