

WORK VAPOR

Job Link: <https://workvapor.in/jobs/simple-back-office-job-fresher-hiring-wfh-hybrid-gurugram-manning-consulting/>

HIRING ORGANIZATION

Manning Consulting

EMPLOYMENT TYPE

Full-time, Part-time

JOB LOCATION

INDIA

? Remote work from: INDIA

DATE POSTED

? January 8, 2026

SIMPLE BACK OFFICE JOB FRESHER HIRING – WFH + HYBRID GURUGRAM – MANNING CONSULTING

BASE SALARY

INR 50000 - INR 300000

DESCRIPTION

Company: Manning Consulting

Position: Back Office Operations (Backend Data Operations)

Industry: BPM / BPO

Location: Hybrid (Work From Home + On-site at Gurugram, Delhi/NCR)

Employment Type: Full Time, Permanent

Salary: ₹50,000 – ₹3 Lacs P.A.

Openings: 1

HR Contact: 9153205059

Responsibilities:

- Handle backend data and non-voice operations
- Perform back office and insurance-related processes
- Maintain accuracy and quality in backend operations

Eligibility & Skills:

- Experience: 0–6 months (Freshers eligible)
- Age limit: Up to 27 years

- Basic backend, non-voice, and back office process knowledge

How to Apply

Send your CV on WhatsApp at 9153205059