

# WORK VAPOR

Job Link: <https://workvapor.in/jobs/tele-caller-back-office-executive/>

## HIRING ORGANIZATION

White Force Group

## EMPLOYMENT TYPE

Full-time

## JOB LOCATION

Jabalpur, India

## DATE POSTED

? March 26, 2026

## TELE CALLER / BACK OFFICE EXECUTIVE

### BASE SALARY

INR 8000 - INR 24000

### DESCRIPTION

**Job Role:** Tele Caller / Back Office Executive  
Handle calls or basic office work and support daily operations smoothly.

**Organization:** White Force Group

**Location:** Jabalpur

**Job Type:** Full-time, Permanent

**Salary:** ?8,000 – ?24,678 per month

**Contact (HR):** +91 6264800163

This job is suitable for candidates who want to work in calling or office support roles. You will either handle customer calls or assist in basic back office tasks.

### Responsibilities & Daily Work

- Make or receive calls and assist customers or clients
- Support daily office work and coordination
- Maintain basic records and data entries
- Communicate information clearly to customers
- Help team members with routine tasks
- Follow instructions given by seniors

### Skills & Requirements

- Basic communication skills (Hindi/English)
- Simple computer knowledge
- Good listening and speaking ability
- Responsible and punctual
- Freshers are welcome to apply

### How to Apply

Interested candidates can apply directly by contacting HR.

You can send your resume to the given phone/WhatsApp.

**Call / WhatsApp: +91 6264800163**