



ADITYA BIRLA GROUP

<https://jobfy.in/jobs/aditya-birla-recruitment-2023-jobs-for-freshers-back-office-executive-post/>

Aditya Birla Recruitment 2023 – Jobs For Freshers – Back Office Executive Post

Hiring organization

Aditya Birla

Date posted

October 19, 2023

Valid through

31.03.2024

APPLY NOW

Job Location

India

Remote work from: IND

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Base Salary

USD 12,500 - USD 18,000

Qualifications

Graduate, 12th Pass

Employment Type

Full-time

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[Fresher and Experience Candidates Required: Click Here to Apply Now!](#)

Description

Aditya Birla Recruitment 2023

Back Office Executives at Aditya Birla are responsible for a variety of administrative and support tasks, including processing customer transactions, maintaining customer accounts, and providing customer service. They play a vital role in ensuring the smooth functioning of the back office and the satisfaction of customers.

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Aditya Birla Jobs Near Me

Responsibilities:

- Process customer transactions, such as orders, invoices, and payments
- Maintain customer accounts, including updating balances and issuing statements
- Provide customer service, such as answering questions and resolving issues
- Prepare and process reports
- Assist with other administrative tasks, such as filing and data entry

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Aditya Birla Careers

Skills:

- Excellent communication and interpersonal skills
- Ability to work independently and as part of a team
- Strong attention to detail and accuracy
- Proficiency in computer and software applications, such as Microsoft Office Suite
- Strong organizational and time management skills

Important Links