



<https://govhelp.in/job/back-office-executive-jobs-in-biodevices-careers/>

## Back Office Executive

### Job Location

FF5, 7 Sky Plaza, Near Gangotri Apartment, Vuda Char Rasta, Gotri, 390021, Vadodara, Gujarat, India

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### Base Salary

Rs. 2,40,000 - Rs. 4,00,000

### Qualifications

Minimum **12th pass** or **graduate** in any field.

### Employment Type

Full-time

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### Description

## Back Office Executive Jobs in BIODEVICES Careers

**Location:** Vadodara

**Salary:** ₹2,40,000 per year

**Experience:** No prior experience required (Freshers can apply)

**Job Type:** Full-time, In-office

**Working Days:** 5 days a week

**Updated On:** March 7, 2025

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### Job Description

BIODEVICES is looking for a hardworking and organized Back Office Executive. This role is ideal for someone who enjoys managing records, handling finance-related tasks, and supporting the team with administrative work. If you have basic computer knowledge and good attention to detail, this job is perfect for you!

### Responsibilities:

- Process invoices, payments, and financial transactions.
- Maintain accurate records in Tally software.
- Prepare and submit reports to management.
- Handle customer inquiries and provide timely support.
- Assist the team with administrative tasks.
- Keep files and documents well-organized.

### Hiring organization

BIODEVICES

### Date posted

March 8, 2025

### Valid through

31.12.2025

APPLY NOW

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**Skills:**

- Good knowledge of Microsoft Office (Excel, Word, PowerPoint).
- Familiarity with Tally accounting software.
- Strong attention to detail and accuracy.
- Ability to work independently and in a team.
- Good communication skills.

**Qualifications:**

- Minimum 12th pass or graduate in any field.
- Basic accounting knowledge is a plus.
- Freshers are welcome to apply.

**Benefits:**

- Fixed salary with additional benefits.
- Opportunity to work in a growing company.
- Supportive and friendly work environment.

(adsbygoogle = window.adsbygoogle || []).push({}); If you are interested, apply now and start your career with BIODEVICES!

**Important:** BIODEVICES does not charge any fee for job applications. If someone asks for money, report it immediately. [Click Here to Apply](#)  
Apply for more Jobs **Find the Link in [Apply Now](#)**

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