



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

Back Office Executive

Job Location

India
Remote work from: IN

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Base Salary

Rs. 4,00,000 - Rs. 8,00,000

Qualifications

- No prior experience is needed; freshers are welcome.
- High school diploma or equivalent; a bachelor's degree is a plus.

Employment Type

Work From Home

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Description

Back Office Executive Jobs in Lorgan Info Careers

Location: Remote (Work From Home)

Updated On: January 8, 2025

Salary Range: ₹4,00,000 – ₹8,00,000 per year

Lorgan Info is hiring a Back Office Executive to join its dynamic and growing team. This role is perfect for someone who is organized, detail-oriented, and eager to support business operations.

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Responsibilities:

- Process invoices, purchase orders, and financial documents efficiently.
- Keep records accurate and updated in the accounting system.
- Reconcile bank statements and resolve discrepancies.
- Prepare regular reports for management review.
- Support the team with various administrative tasks.

Skills Required:

1. Strong attention to detail and accuracy.
2. Great organizational and time management abilities.

Hiring organization

Lorgan Info

Date posted

January 16, 2025

Valid through

30.06.2025

APPLY NOW

3. Proficiency in Microsoft Office, especially Excel.
4. Knowledge of accounting software (preferred but not mandatory).
5. Ability to work independently and in a team.
6. Good communication and interpersonal skills.

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Qualifications:

1. No prior experience is needed; freshers are welcome.
2. High school diploma or equivalent; a bachelor's degree is a plus.
3. Willingness to learn and adapt to new tasks.

Work Details:

- **Type:** Full-time remote job (Work From Home)
- **Working Days:** Monday to Friday (5 days)

Benefits:

- Competitive salary package.
- Work-from-home flexibility.
- Opportunity to grow in a dynamic company.
- Exposure to diverse administrative and financial tasks.

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Lorgan Info provides a supportive and growth-oriented environment. Join our team as a Back Office Executive to build your career and contribute to our success!

Apply now!
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