

Big Basket Careers 2023 – Job Card – Back Office Staff Post

Job Location

India
Remote work possible

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Base Salary

Rs. 11,000 - Rs. 17,000

Qualifications

Graduate, 12th Pass.

Employment Type

Full-time

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

Description

Big Basket Recruitment 2023

The Back Office Staff is responsible for performing a variety of administrative and clerical tasks in order to support the efficient operation of the company.

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Responsibilities:

- Manage and monitor front office email
- Provide administrative support to the team, including organizing meetings
- Schedule and track appointments
- Handle invoicing and other financial duties
- Maintain inventory of office supplies and equipment

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Big Basket Careers

Qualifications:

- High school diploma
- At least 2 years of administrative experience
- Familiarity with basic accounting principles

Important Links

Hiring organization

Big Basket

Date posted

May 20, 2023

Valid through

31.12.2023

APPLY NOW