

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

### Job Location

India  
Remote work possible

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### Base Salary

USD. 11,000 - USD. 17,000

### Qualifications

Graduate, 12th Pass.

### Employment Type

Full-time

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### 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
- Familiar with basic accounting principles

### Important Links

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### Hiring organization

Big Basket

### Date posted

May 20, 2023

### Valid through

31.12.2023

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