



<https://govhelp.in/job/bislery-careers-2023-all-india-jobs-back-office-executive-post/>

Bislery Careers 2023 – All India Jobs – Back Office Executive Post

Job Location

India
Remote work from: IND

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Base Salary

Rs. 11,000 - Rs. 18,300

Qualifications

Graduate, 12th Passed.

Employment Type

Full-time

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

Description

Bislery Jobs 2023

We are looking for Back Office Executives to join our team. The ideal candidate will be a highly motivated and results-oriented individual with strong organizational and administrative skills. The Back Office Executive will be responsible for providing administrative support to the Bislery team.

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Bislery Jobs Near Me

Responsibilities:

- Handle customer inquiries and complaints.
- Process orders and payments.
- Manage inventory.
- Maintain records and files.
- Provide support to the sales and marketing team.
- Other duties as assigned.

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Bislery Jobs For Freshers

Hiring organization

Bislery

Date posted

July 15, 2023

Valid through

31.12.2023

APPLY NOW

Skills:

- Strong organizational and administrative skills.
- Excellent communication and interpersonal skills.
- Proficient in Microsoft Office Suite.
- Ability to work independently and as part of a team.

Important Links

Attention to detail and accuracy.