



<https://govhelp.in/job/data-entry-cum-back-office-nykaa-recruitment-2023-in-kolkata-colootola/>

Data Entry Cum Back Office – Nykaa Recruitment 2023 In Kolkata, Colootola

Job Location

Colootola, 700073, Kolkata, West Bengal, India

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Base Salary

USD. 11,000 - USD. 16,500

Qualifications

12th Pass , Graduate.

Employment Type

Full-time

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Description

Nykaa Recruitment 2023

Job Title: Data Entry Cum Back Office

Company: Nykaa

Location: Kolkata, Colootola

Job Description:

Nykaa, a leading e-commerce platform for beauty and wellness products, is seeking detail-oriented and efficient individuals to join our team as Data Entry Cum Back Office professionals. As a Data Entry Cum Back Office employee at Nykaa, you will be responsible for accurately entering and managing various types of data, as well as supporting back-office operations. This role is crucial in ensuring accurate and organized data management, contributing to the seamless functioning of our operations. This is an excellent opportunity to be part of a fast-growing company in the beauty and wellness industry.

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Nykaa Jobs Near Me

Responsibilities:

1. Data Entry and Management: Enter and maintain various types of data, including customer information, product details, sales records, and other

Hiring organization

Nykaa

Date posted

June 2, 2023

Valid through

31.12.2023

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relevant data, into our systems accurately and efficiently. Ensure data integrity and perform regular data cleansing and updates to eliminate errors and inconsistencies.

2. **Order Processing and Documentation:** Process customer orders and ensure timely and accurate order fulfillment. Coordinate with warehouse and logistics teams to ensure smooth order processing and shipment. Generate necessary documentation, such as invoices, shipping labels, and delivery notes, and maintain proper records.
3. **Back-Office Support:** Provide administrative and operational support to the back-office team as required. Assist in managing inventory, tracking shipments, resolving customer queries, and handling other administrative tasks. Collaborate with cross-functional teams to ensure smooth workflow and customer satisfaction.

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Nykaa Work From Home Jobs

Requirements:

- Strong attention to detail and accuracy in data entry and management.
- Proficient typing and data entry skills, with a focus on speed and efficiency.
- Basic computer literacy and familiarity with MS Office tools, particularly Excel, for data entry and manipulation.
- Good organizational and multitasking abilities to handle multiple tasks simultaneously.
- Strong communication skills to collaborate effectively with team members and stakeholders.
- Ability to work independently, prioritize tasks, and meet deadlines in a fast-paced environment.
- Knowledge of e-commerce platforms and back-office operations will be an advantage.

Important Links

Find the Link in [Apply Now](#) Button

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