

Indigo Recruitment 2023 – Work From Home – Back Office Assistant Post

Hiring organization

Indigo

Job Location

India

Remote work from: India

Date posted

February 4, 2023

Valid through

31.12.2025

Base Salary

USD. 13,000 - USD. 18,500

APPLY NOW

Qualifications

Graduation, 12th

Employment Type

Full-time, Work From Home

Description

Indigo Recruitment 2023

The Back Office Assistant will primarily provide back office support to the sales staff.

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Responsibilities:

- Preparing presentations and reports
- Providing back office support to the sales staff
- File documents
- Answer customer service inquiries

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Indigo Careers

Requirements:

- High school diploma
- Minimum one year of experience in an administrative
- Excellent communication skills

Important Links

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