



<https://govhelp.in/job/rapido-recruitment-2023-jobs-near-me-back-office-assistant-post/>

Rapido Recruitment 2023 – Jobs Near Me – Back Office Assistant Post

Hiring organization
Rapido

Job Location

India
Remote work from: India

Date posted
March 25, 2023

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Valid through
31.12.2025

Base Salary

USD. 11,000 - USD. 17,000

APPLY NOW

Qualifications

Graduation, 12Th Passed

Employment Type

Full-time

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Description

Rapido Recruitment 2023

The Back Office Assistant is responsible for accurate data entry, and other back-office tasks.

Rapido Jobs Near Me

Responsibilities:

- Enter data into the company database
- Check the accuracy of data entry
- Maintain office records

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Rapido Careers

Qualifications:

- High school diploma
- Good typing skills
- Proficient in Microsoft Office

Important Links

Find the Link in [Apply Now](#)

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