



<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](#) Button

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