

<https://govhelp.in/job/vedantu-careers-2023-job-vacancy-back-office-staff-post/>

Vedantu Careers 2023 – Job Vacancy – Back Office Staff Post

Job Location

India
Remote work from: IND

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Base Salary

Rs. 13,000 - Rs. 18,000

Qualifications

Graduation, 12Th Passed

Employment Type

Full-time

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

Description

Vedantu Recruitment 2023

Vedantu, a leading online learning platform, is seeking dedicated individuals to join our team as Back Office Staff. As a Back Office Staff member, you will play a crucial role in ensuring the smooth and efficient operation of our administrative processes. This is an exciting opportunity to contribute to the growth of a dynamic educational organization and make a positive impact on students' learning experiences.

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Vedantu Jobs Near Me

Responsibilities:

1. **Data Management:** Accurately enter and maintain student and teacher data in our systems, ensuring completeness and integrity. Perform data verification and validation to ensure accuracy and consistency. Generate reports and analytics based on the collected data to support decision-making processes.
2. **Documentation and Record Keeping:** Assist in the organization and maintenance of various administrative documents, such as student records, attendance records, and performance evaluations. Ensure the confidentiality and security of sensitive information. Retrieve and provide information from records as requested by authorized personnel.
3. **Coordination and Support:** Collaborate with different teams within the

Hiring organization

Vedantu

Date posted

July 14, 2023

Valid through

31.12.2023

APPLY NOW

organization, including customer support, finance, and human resources, to provide administrative support and facilitate seamless operations. Assist in organizing meetings, events, and training sessions. Respond to internal and external inquiries in a timely and professional manner.

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Vedantu Careers

Skills:

1. Attention to Detail: Strong attention to detail and accuracy in data entry and documentation. Ability to spot errors and inconsistencies and take corrective measures. Ensure adherence to established standards and procedures.
2. Organizational Skills: Excellent organizational and time management skills to handle multiple tasks and meet deadlines. Ability to prioritize work effectively and manage workloads in a fast-paced environment. Maintain orderly and efficient filing and record-keeping systems.
3. Communication and Collaboration: Good verbal and written communication skills to interact with colleagues and stakeholders. Ability to work collaboratively as part of a team and establish positive working relationships. Strong interpersonal skills to handle internal and external inquiries with professionalism and courtesy.

Important Links