

Vedantu Careers – Work From Home Jobs – Back Office Assistant Posts

Hiring organization
Vedantu

Job Location

India

Remote work from: IN; US; AU; NZ; HK; JP; KZ; MY; SG; TW; TH; UZ; VN; AT; BY; BE; DK; FR; DE; GR; NL; RU; ES; CH; UK; GB; DZ; KW; MA; QA; SA; MX; AE; CA; GT; DO

Date posted
April 12, 2024

Valid through
31.12.2024

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Base Salary

USD. 15 - USD. 23

Qualifications

Graduate, Post Graduate

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Employment Type

Full-time, Work From Home

Description

Vedantu Careers

Be a Part of the Learning Revolution at Vedantu: Back Office Assistant

About Vedantu

Ever dreamed of making a difference in education? Vedantu is your chance! We're a leading EdTech company, on a mission to bring high-quality learning to students everywhere. We connect students with India's best teachers through live online classes, making education accessible and personalized.

Position: Back Office Assistant

You'll Be Doing Great Things!

As a Back Office Assistant at Vedantu, you'll play a vital role in keeping our operations running smoothly. You'll be the hero behind the scenes, assisting various departments with everyday tasks to ensure everything flows efficiently. Here's a glimpse of what you'll be doing:

- **Supporting the Team:** You'll be a great teammate, providing administrative support to different departments. This could involve tasks like scheduling meetings, maintaining calendars, and filing documents.
- **Data Whiz:** Numbers and organization are your thing? You'll get to put those skills to use by entering and managing data accurately.
- **Communication Champion:** Whether it's answering phones, sending emails, or communicating with colleagues, you'll be the friendly voice and face of Vedantu's back office.

- **Problem-solving Partner:** Got a knack for solving problems? You'll help identify and resolve any administrative issues that may arise.

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Who We're Looking For (Qualities & Skills)

We're searching for a superstar who's:

- **Organized & Detail-Oriented:** You have a keen eye for detail and can keep track of multiple tasks at once.
- **Tech-Savvy:** You're comfortable using computers and common office software (like Microsoft Office).
- **A Great Communicator:** You can clearly and efficiently communicate with people, both verbally and in writing.
- **Team Player:** You enjoy working with others and are always willing to help out.
- **Quick Learner:** You're eager to learn new things and adapt to new situations.
- **Positive & Enthusiastic:** You bring a positive attitude and a willingness to learn to the workplace.

This Role is Perfect for You Whether You're a Fresher or Experienced

Whether you're just starting your career or have some experience under your belt, we welcome your application! We value your skills and are passionate about helping you grow within Vedantu.

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Why Join Vedantu? It's More Than Just a Job!

At Vedantu, we believe in creating a work environment that's fun, collaborative, and rewarding. Here's what you can look forward to:

- **Make a Difference:** Be a part of a company that's revolutionizing education in India!
- **Growth Opportunities:** We invest in your development by offering training and opportunities to learn new skills.
- **Positive & Supportive Work Culture:** We believe in teamwork, open communication, and having a good time while we work.
- **Competitive Benefits:** We offer a comprehensive benefits package that includes health insurance, paid leaves, and other perks.

How to Apply? It's Easy!

Just head over to our careers page and submit your resume and a cover letter. We can't wait to hear from you!

Join the Vedantu Family and Be Part of Something Special!

At Vedantu, we're more than just a company; we're a family. We're passionate about education and making a positive impact on the world. If you're looking for a job that's both challenging and rewarding, then Vedantu is the place for you!

General Overview

As a Back Office Assistant, you'll be the backbone of our administrative team. You'll wear many hats, assisting with various tasks that keep Vedantu running smoothly. It's a role that requires organization, communication skills, and a willingness to learn.

Ready to join our mission and make a difference? Apply today!

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Important Links

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

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