

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

Vedantu Recruitment 2023 – Vedantu Careers – Back Office Assistant Post

Hiring organization

Vedantu

Job Location

India

Remote work from: India

Date posted

April 26, 2023

Valid through

31.12.2025

Base Salary

USD. 11,000 - USD. 17,000

APPLY NOW

Qualifications

Graduation, 12Th Passed

Employment Type

Full-time

Description

Vedantu Recruitment 2023

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

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Responsibilities:

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

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Vedantu Careers

Qualifications:

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

Important Links

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