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Vistara Careers 2023 – All India Jobs – Back Office Executive Post

Hiring organization
Vistara

Job Location

India
Remote work from: Brazil

Date posted
May 25, 2023

Valid through
31.12.2023

Base Salary

USD. 10,000 - USD. 15,000

APPLY NOW

Qualifications

Graduate, 12th Pass

Employment Type

Full-time

Description

Vistara Recruitment 2023

A Back Office Executive plays a crucial role in ensuring the smooth operation and efficiency of an organization's administrative and support functions. They work behind the scenes to provide essential support to various departments, including finance, human resources, operations, and customer service. The primary responsibility of a Back Office Executive is to handle administrative tasks, data entry, documentation, and other back-office functions to maintain an organized and efficient workplace.

Vistara Jobs Work From Home

Responsibilities:

- Accurately enter data into relevant databases, spreadsheets, and other systems.
- Prepare and maintain documents, reports, and records.
- Verify data for accuracy and resolve any discrepancies.
- Assist in managing and organizing files, documents, and records.
- Handle incoming and outgoing correspondence, including emails, letters, and calls.
- Coordinate and schedule appointments, meetings, and travel arrangements.
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Vistara Jobs Near Me

Qualifications:

- Proven experience as a Back Office Executive or in a similar administrative role.
- Proficient in using computer software and office tools (e.g., MS Office, spreadsheets, databases).
- Excellent data entry and typing skills with high accuracy.
- Strong attention to detail and organizational abilities.
- Effective verbal and written communication skills.
- Ability to multitask and prioritize tasks to meet deadlines.

Family with basic accounting principles and bookkeeping is a plus.

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