



<https://jobtalent.jobcitylive.com/job/byjus-recruitment-2023-jobs-near-me-back-office-admin-post/>

BYJU'S Recruitment 2023 – Jobs Near Me – Back Office Admin Post

Hiring organization
BYJU'S

Job Location

India
Remote work from: India

Date posted

February 28, 2023

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Valid through

31.12.2025

Base Salary

Rs. 10,000 - Rs. 17,000

APPLY NOW

Qualifications

Graduate.

Employment Type

Full-time

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Description

BYJU'S Recruitment 2023

The Back Office Admin is responsible for handling the back-end office duties for the company.

BYJU'S Jobs Near Me

Responsibilities:

- Handle invoicing and billing.
- Maintain employee records.
- Prepare reports and other documents as needed.

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BYJU'S careers

Qualifications:

- Proven experience as a back-office executive or in a similar role.
- Strong knowledge of office procedures and practices.

- Excellent organizational skills and attention to detail.

Important Links

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

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