



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

## DTDC Recruitment 2023 – Jobs Near Me – Back Office Executive Post

**Hiring organization**  
DTDC

### Job Location

India  
Remote work from: India

**Date posted**  
March 1, 2023

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**Valid through**  
31.12.2025

### Base Salary

Rs. 10,000 - Rs. 16,000

APPLY NOW

### Qualifications

Graduate.

### Employment Type

Full-time

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### Description

#### DTDC Recruitment 2023

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

#### DTDC Jobs Near Me

#### Responsibilities:

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

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#### DTDC 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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