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Patanjali Jobs 2023 – Freshers Jobs – Back Office Staff Post

Hiring organization
Patanjali

Job Location

Hyderabad, Telangana, India
Remote work from: India

Date posted
March 16, 2023

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Valid through
31.12.2025

Base Salary

Rs. 8,000 - Rs. 15,000

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Qualifications

12th, Graduate

Employment Type

Full-time

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Description

Patanjali Recruitment 2023

The role of Back Office Executive is to provide support to the front office staff. This may include a variety of administrative, clerical, and customer service tasks.

Jobs For Freshers

Responsibilities:

- Answer phones and greet customers
- Provide customer service and support
- Handle administrative and clerical tasks
- Organize and manage files

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Skills:

Familiar with Microsoft Office

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

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