

Back Office Staff Posts – BYJU’S Careers – Job Alerts

Job Location

India
Remote work from: India

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Base Salary

USD 17 - USD 20

Qualifications

Graduate

Employment Type

Full-time

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Description

BYJU’S Recruitment

BYJU’S, a leading ed-tech company, is seeking a motivated and organized individual to join our Back Office team. You’ll play a crucial role in ensuring the smooth functioning of our administrative operations, providing vital support to various departments.

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BYJU’S Jobs Near Me

Responsibilities:

- **Accuracy Champion:** You will ensure the accuracy and efficiency of administrative tasks, including data entry, document management, and filing.
- **Communication Bridge:** You will act as a liaison between different departments, effectively processing requests and inquiries in a timely manner.
- **Organizational Pillar:** You will contribute to maintaining an organized work environment by assisting with logistics, preparing reports, and completing other administrative duties.

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Hiring organization

BYJU’S

Date posted

March 15, 2024

Valid through

31.08.2024

APPLY NOW



BYJU'S Careers

Skills:

- Strong organizational and time management skills with a keen eye for detail
- Excellent communication and interpersonal skills
- Proficiency in Microsoft Office Suite (Word, Excel)
- Ability to learn quickly and adapt to new processes

Tags: BYJU'S Jobs, BYJU'S Recruitment, BYJU'S Jobs For Me, BYJU'S Vacancy, BYJU'S Jobs 2024, All India Jobs, BYJU'S Recruitment 2024

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