

Job Description

Job Title: Back Office Executive (VTS)

Reports To: Business Manager

Exp. Required: 1-3 Years

Job Location: Kanpur- Uttar Pradesh

Salary: 1.20-1.75 LPA

Job Type: Permanent

Duties and Responsibilities:

- ✦ Administrative support for all data entry on daily basis with MS Excel.
- ✦ Provided customer service in the backend.
- ✦ Assisting business manager for record keeping.
- ✦ Created customer contact letters and maintained sales account information with MS word and MS Excel.
- ✦ Generated reports from database.
- ✦ Support in resolving the customers/clients queries

Qualifications:

Education Level: Graduation or any other diploma/certificate

Professional Certification: Any in admin

Skills: Excellent Communication, Creative & Analytical Skills

Personal Characteristics: Should have a positive behaviors and attitude.

Approved by:	
Date approved:	
