



<https://jobroll.govhelp.in/job/haldirams-recruitment-2023-all-india-jobs-back-office-admin-post/>

## Haldiram's Recruitment 2023 – All India Jobs – Back Office Admin Post

**Hiring organization**  
Haldiram's

### Job Location

India  
Remote work from: India

**Date posted**  
August 10, 2023

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**Valid through**  
31.12.2023

### Base Salary

USD 14,000 - USD 20,000

APPLY NOW

### Qualifications

12th Passed

### Employment Type

Full-time

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### Description

## Haldiram's Recruitment 2023

The Back Office Admin is responsible for providing administrative support to the Haldiram's operations team. This includes a variety of tasks, such as data entry, filing, scheduling, and customer service. The ideal candidate will be organized, detail-oriented, and have strong communication skills.

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## Haldiram's Careers

### Responsibilities:

- Enter and maintain customer and vendor data in the company's database
- Process orders and invoices
- Prepare reports and presentations
- Schedule appointments and meetings
- Answer customer inquiries and provide support
- File and organize documents
- Other administrative tasks as assigned

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## Haldiram's Jobs Near Me

### Skills:

- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook)
- Excellent written and verbal communication skills
- Strong organizational and time management skills
- Ability to work independently and as part of a team
- Attention to detail and accuracy
- Ability to meet deadlines

**Qualifications:**

- Bachelor's degree in business administration or a related field
- 1-2 years of experience in a back office or administrative role

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

Experience with customer service is a plus  
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