



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

## Havells Recruitment 2023 – All India Jobs – Back Office Staff Post

**Hiring organization**  
Havells

### Job Location

India  
Remote work from: India

**Date posted**  
August 7, 2023

(adsbygoogle = window.adsbygoogle || []).push({});

**Valid through**  
25.10.2023

### Base Salary

USD 18,000 - USD 28,000

APPLY NOW

### Qualifications

Graduate

### Employment Type

Full-time

(adsbygoogle = window.adsbygoogle || []).push({});

### Description

## Havells Recruitment 2023

The Back Office Staff is responsible for providing administrative support to the Havells team. This includes tasks such as data entry, customer service, and order processing. The ideal candidate will be organized, detail-oriented, and have excellent communication skills.

(adsbygoogle = window.adsbygoogle || []).push({});

## Havells Careers

### Responsibilities:

- Enter data into the company's CRM system
- Answer customer inquiries via phone, email, and chat
- Process orders and invoices
- Maintain customer records
- Other administrative tasks as assigned

(adsbygoogle = window.adsbygoogle || []).push({});

## Havells Jobs Near Me

### Skills:

- Proficient in Microsoft Office Suite
- Excellent written and verbal communication skills

- Ability to work independently and as part of a team
- Attention to detail
- Ability to meet deadlines

**Qualifications:**

- Diploma or equivalent in business administration or a related field
- 1-2 years of experience in a back office or administrative role
- Excellent customer service skills

**Important Links** Strong organizational and time management skills **Find the Link in [Apply Now](#) Button**

(adsbygoogle = window.adsbygoogle || []).push({});

(adsbygoogle = window.adsbygoogle || []).push({});