Hero Recruitment 2023 – Jobs Near Me – Back Office Admin Post

Job Location
India
Remote work from: India

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Base Salary
USD 28,000 - USD 30,000

Qualifications
Graduate

Employment Type
Full-time

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Description

Hero Recruitment 2023

The Back Office Admin is responsible for providing administrative support to the back office team. This includes tasks such as data entry, filing, scheduling, and answering phone calls. The ideal candidate will have strong organizational and communication skills, as well as the ability to work independently and as part of a team.

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Hero Careers

Responsibilities:

- Collect and clean data from a variety of sources, including databases, spreadsheets, and surveys.
- Analyze data using statistical and machine learning techniques.
- Develop reports and visualizations to communicate findings to stakeholders.
- Identify trends and patterns in data.
- Troubleshoot data problems.
- Work with other teams to implement data-driven solutions.

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Hero Jobs Near Me

Skills:

- Strong analytical skills
- Proficient in data analysis software (e.g., R, Python, SAS)
- Experience with data visualization tools (e.g., Tableau, Power BI)

Hiring organization
Hero

Date posted
September 2, 2023

Valid through
31.12.2023

APPLY NOW

- Excellent communication skills
- Ability to work independently and as part of a team
- Experience with SQL

Qualifications:

- Bachelor's degree in statistics, mathematics, computer science, or a related field
- 1-2 years of experience in data analysis

Important Links

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

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