



<https://jobroll.govhelp.in/job/lenskart-recruitment-2023-jobs-near-me-back-office-assistant-post/>

Lenskart Recruitment 2023 – Jobs Near Me – Back Office Assistant Post

Hiring organization
Lenskart

Job Location

India
Remote work from: India

Date posted
August 23, 2023

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Valid through
31.02.2023

Base Salary

USD 14,000 - USD 18,000

APPLY NOW

Qualifications

12th Passed

Employment Type

Full-time

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Description

Lenskart Recruitment 2023

The Back Office Assistant is responsible for providing administrative support to the Operations team. This includes tasks such as data entry, filing, scheduling appointments, and managing customer inquiries. The ideal candidate will be organized, detail-oriented, and have strong customer service skills.

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Lenskart Careers

Responsibilities:

- Enter and maintain customer data in the company's CRM system
- File and organize documents
- Schedule appointments for customers and vendors
- Answer customer inquiries via phone, email, and chat
- Provide administrative support to the Operations team
- Other duties as assigned

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Lenskart Jobs Near Me

Skills:

- Strong organizational skills

- Excellent attention to detail
- Proficient in Microsoft Office Suite
- Excellent customer service skills
- Ability to work independently and as part of a team

Qualifications:

- High school diploma or equivalent
- 1-2 years of experience in a customer service or administrative role

Important Links Proficiency in English

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

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