

Rapido Recruitment 2023 – Jobs Near Me – Back Office Executive Post

Hiring organization
Rapido

Job Location

India
Remote work from: IND

Date posted
October 5, 2023

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Valid through
31.12.2023

Base Salary

USD 16,000 - USD 22,000

APPLY NOW

Qualifications

Graduate

Employment Type

Full-time

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Description

Rapido Recruitment 2023

Rapido is India's leading bike-taxi and auto-hailing platform. We are looking for highly organized and efficient Back Office Executives to join our team.

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Rapido Jobs Near Me

Responsibilities:

- Process and manage customer orders
- Maintain and update customer records
- Generate and send invoices
- Coordinate with riders and vendors
- Provide administrative support to the front office team

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Rapido Careers

Skills:

- Excellent organizational and time management skills
- Strong attention to detail and accuracy
- Ability to work independently and as part of a team
- Good computer and internet skills

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

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