

## Realme Recruitment 2023 – All Jobs For You – Data Entry Cum Back Office Post

**Hiring organization**  
Realme

### Job Location

India  
Remote work from: India

**Date posted**  
October 17, 2023

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

**Valid through**  
31.03.2024

### Base Salary

USD 16,000 - USD 30,000

APPLY NOW

### Qualifications

12th Passed

### Employment Type

Full-time

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

### Description

## Realme Recruitment 2023

We are looking for a highly motivated and organized Data Entry Cum Back Office professional to join our team. The ideal candidate will have excellent data entry skills and attention to detail, as well as experience with a variety of back office tasks. The Data Entry Cum Back Office professional will be responsible for entering and processing data, as well as providing administrative support to the back office team.

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

## Realme Jobs Near Me

### Responsibilities:

- Enter and process data into various systems and applications.
- Maintain and update databases.
- Generate and distribute reports.
- Provide administrative support to the back office team, such as answering phones, scheduling appointments, and preparing presentations.
- Assist with other back office tasks as needed.

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

## Realme Careers

### Skills:

- Excellent data entry skills and attention to detail.
- Experience with a variety of back office tasks, such as data processing, report generation, and administrative support.

- Excellent communication and interpersonal skills.
- Ability to work independently and as part of a team.
- Ability to meet deadlines and work under pressure.

**Important Links**

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

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

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