

Realme Recruitment 2023 – Job Seeker – Data Entry Cum Back Office Post

Hiring organization
Realme

Job Location

India
Remote work from: India

Date posted
October 18, 2023

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Valid through
31.03.2024

Base Salary

USD 16,000 - USD 30,000

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Qualifications

12th Passed

Employment Type

Full-time

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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.

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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.

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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.

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