



<https://jobroll.govhelp.in/job/wipro-recruitment-2023-work-from-home-back-office-posts/>

Wipro Recruitment 2023 – Work From Home – Back Office Posts

Hiring organization

Wipro

Job Location

India

Remote work from: India

Date posted

August 10, 2023

Valid through

31.12.2023

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Base Salary

USD 26,000 - USD 32,500

APPLY NOW

Qualifications

Graduate

Employment Type

work from home

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Description

Wipro Recruitment 2023

The Back Office Associate is responsible for providing administrative and operational support to the Back Office team. This includes tasks such as data entry, customer service, and document processing. The ideal candidate will be a highly organized and detail-oriented individual with excellent communication and customer service skills.

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Wipro Jobs Near Me

Responsibilities:

- Enter and process data into a variety of systems
- Respond to customer inquiries in a timely and efficient manner
- Process documents and reports
- Maintain files and records
- Other administrative tasks as assigned

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Wipro Careers

Skills:

- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint)
- Excellent written and verbal communication skills

- Strong attention to detail
- Ability to work independently and as part of a team
- Ability to meet deadlines

Qualifications:

- Bachelor's degree in business administration or a related field
- 1-2 years of experience in a back office or administrative role
- Strong customer service skills
- Ability to work independently and as part of a team
- Ability to meet deadlines

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