



<https://jobable.govhelp.in/job/airtel-recruitment-2023-24-jobs-near-me-data-entry-cum-back-office-post/>

## Airtel Recruitment 2023-24 – Jobs Near Me – Data Entry Cum Back Office Post

### Hiring organization

Airtel

### Job Location

India

Remote work from: IND

### Date posted

December 28, 2023

### Valid through

31.08.2024

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### Base Salary

USD 11,700 - USD 18,000

APPLY NOW

### Qualifications

12th/ Graduate

### Employment Type

Full-time

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### Description

## Airtel Recruitment 2023-24

As a Data Entry cum Back Office Assistant at Airtel, you'll wear two hats. You'll play a crucial role in maintaining accurate and up-to-date records through meticulous data entry, while also providing valuable support to various back-office operations.

### Airtel Careers

#### Responsibilities:

- Assist with document filing, photocopying, and other administrative tasks.
- Schedule appointments and manage calendars for team members.
- Answer incoming calls and emails, providing basic customer support and information.
- Process invoices and other financial documents as required.
- Ensure adherence to company policies and procedures.

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#### Airtel Jobs near me

#### Skills:

- Competitive salary and benefits package as per Airtel standards.
- Opportunity to work for a leading telecommunications company in India.
- Stable and secure work environment with growth opportunities.

- Diverse and dynamic work experience with exposure to various back-office functions.
- Chance to contribute to connecting millions and enhancing customer

Important Links.

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

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