Airtel Recruitment 2024 – Job Application – Data Entry Cum Back Office Post

Hiring organization
Airtel

Job Location
India
Remote work from: IND

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Date posted
January 5, 2024

Valid through
31.08.2024

APPLY NOW

Base Salary
USD 10,800 - USD 18,000

Qualifications
12th/ Graduate

Employment Type
Full-time

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Description

Airtel Recruitment 2024

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 experience.

Important Links

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

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