

<https://jobable.govhelp.in/job/back-office-assistant-job-seeker-vedantu-jobs-near-me/>

Back Office Assistant – Job Seeker – Vedantu Jobs Near Me

Job Location

India
Remote work from: IND

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Base Salary

USD 15 - USD 23

Qualifications

Graduate, 12th

Employment Type

Full-time

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Description

Back Office Assistant

Do you thrive in a fast-paced environment and enjoy providing exceptional support? Are you organized, detail-oriented, and eager to learn? If so, then a career as a Back Office Assistant at Vedantu could be the perfect fit for you!

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Vedantu Careers

Responsibilities:

- Process student information and enrollment data accurately and efficiently.
- Provide administrative support to various departments, including scheduling meetings, managing travel arrangements, and maintaining databases.
- Assist with financial tasks such as processing invoices and expense reports.

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Hiring organization

Vedantu

Date posted

March 5, 2024

Valid through

31.08.2024

APPLY NOW



Vedantu Jobs For Freshers

Skills:

- Excellent organizational and time management skills.
- Strong attention to detail and ability to work accurately.
- Proficient in MS Office Suite (Word, Excel, PowerPoint).
- Excellent communication and interpersonal skills.

Tags:

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