

<https://jobable.govhelp.in/job/back-office-executive-all-india-jobs-vedantu-careers/>

Back Office Executive – All India Jobs – Vedantu Careers

Job Location

India
Remote work from: IND

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Base Salary

USD 12 - USD 20

Qualifications

Graduate, 12th

Employment Type

Full-time

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Description

Back Office Executive

As a Back Office Executive at Vedantu, you will play a vital role in ensuring the smooth functioning of our administrative and operational tasks. You will be responsible for managing a variety of tasks, from document processing and data entry to providing support to various internal departments. You will be a key member of our team, contributing to a positive and efficient work environment.

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Vedantu Careers

Responsibilities:

- **Maintaining accurate and up-to-date records:** Process financial transactions, manage accounts payable and receivable, reconcile statements, and generate reports.
- **Providing administrative support:** Assist with scheduling meetings, travel arrangements, expense reporting, and data entry.
- **Ensuring compliance:** Adhere to company policies and procedures, maintain confidentiality of sensitive information, and handle document management.

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Vedantu

Date posted

January 27, 2024

Valid through

31.08.2024

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Vedantu Jobs For Freshers

Skills:

- Strong organizational and time management skills.
- Excellent attention to detail and accuracy.
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint).
- Effective communication and interpersonal skills.
- Ability to work independently and as part of a team.

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