



<https://jobfever.govhelp.in/job/meesho-recruitment-2023-jobs-for-freshers-back-office-executive-post/>

## Meesho Recruitment 2023 – Jobs For Freshers – Back Office Executive Post

### Hiring organization

Meesho

### Job Location

India

Remote work from: IND

### Date posted

July 10, 2023

### Valid through

31.12.2023

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### Base Salary

USD 12,000 - USD 18,000

APPLY NOW

### Qualifications

12th Pass / Graduate

### Employment Type

Full-time

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### Description

#### Meesho Recruitment 2023

Meesho is looking for a Back Office Executive to join our team. The ideal candidate will be a highly motivated and detail-oriented individual with excellent communication skills. The Back Office Executive will be responsible for providing administrative support to the back office team, as well as handling customer inquiries.

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#### Meesho Jobs Near Me

#### Responsibilities:

- Provide administrative support to the back office team
- Handle customer inquiries
- Process orders
- Maintain data records
- Other duties as assigned

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#### Meesho Careers

#### Requirements:

- Excellent communication skills

- Proficient in Microsoft Office Suite
- Ability to work independently and as part of a team
- Attention to detail

**Important Links** Ability to meet deadlines **Find the Link in [Apply Now](#) Button**

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