



<https://targetjob.govhelp.in/job/airtel-job-vacancy-private-jobs-back-office-coordinator-posts/>

Airtel Job Vacancy – Private Jobs – Back Office Coordinator Posts

Hiring organization
Airtel

Job Location

India
Remote work from: IND

Date posted
March 2, 2024

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Valid through
31.08.2024

Base Salary

USD 17 - USD 24

APPLY NOW

Qualifications

12th/Graduate

Employment Type

Full-time

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Description

Airtel Job Vacancy

In this exciting role, you will play a vital part in ensuring the smooth operation of Airtel's back-office functions. You will be responsible for a variety of tasks, including data entry, customer support, and administrative duties. This role is a great opportunity for a recent graduate or someone with transferable skills looking to launch their career in a dynamic telecommunications company.

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Airtel Jobs near me

Responsibilities:

- Process customer orders, payments, and account information accurately and efficiently.
- Provide exceptional customer service via phone, email, or chat, addressing inquiries and resolving issues promptly.
- Maintain and update various databases and reports to ensure data accuracy and integrity.
- Assist with administrative tasks such as scheduling meetings, filing documents, and preparing presentations (as needed).

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Airtel Careers

Skills:

- Strong organizational skills and the ability to prioritize multiple tasks.
- Excellent attention to detail and accuracy.
- Proficient in MS Office Suite (Word, Excel, PowerPoint).
- Effective communication and interpersonal skills.
- Ability to work independently and as part of a team.

Tags: Airtel recruitment, job opportunities, career, hiring, job search, job application, Airtel careers, work at Airtel , job openings, job vacancies, job opportunities at Airtel , Airtel jobs, Airtel recruitment 2024, Airtel hiring 2024

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