



<https://targetjob.govhelp.in/job/back-office-coordinator-fast-job-search-zepto-jobs-near-me/>

## Back Office Coordinator – Fast Job Search – Jobs Near Me

**Hiring organization**  
Zepto

### Job Location

India  
Remote work from: IND

**Date posted**  
March 7, 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

## Back Office Coordinator

We're looking for a detail-oriented and proactive Back Office Coordinator to join our growing team. You'll play a vital role in ensuring the smooth operation of our back-office systems, providing exceptional support to various departments, and contributing to the overall efficiency of Zepto.

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### Zepto Jobs near me

#### Responsibilities:

- Process invoices, payments, and other financial documents with accuracy and efficiency.
- Maintain and update databases to ensure data integrity and accessibility.
- Provide administrative support to other departments as needed, including scheduling meetings, preparing reports, and managing travel arrangements.
- Assist with onboarding new employees and ensuring they have the resources they need to succeed.

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## Zepto Careers

### Skills:

Excellent organizational and time management skills.  
Strong attention to detail and ability to maintain accuracy.  
Proficiency in MS Office Suite (Word, Excel, PowerPoint).  
Excellent communication and interpersonal skills.  
Ability to work independently and as part of a team.

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

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### Important Links

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

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