



<https://targetjob.govhelp.in/job/blinkit-recruitment-2023-24-jobs-alerts-back-office-executive-post/>

Blinkit Recruitment 2023-24 – Jobs Alerts – Back Office Executive Post

Hiring organization
Blinkit

Job Location

India
Remote work from: IND

Date posted
December 27, 2023

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Valid through
31.08.2024

Base Salary

USD 15,000 - USD 20,000

APPLY NOW

Qualifications

12th/Graduate

Employment Type

Full-time

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Description

Blinkit Recruitment 2023-24

As a Back Office Executive at Blinkit, you'll be the maestro of efficiency, ensuring the smooth flow of operations behind the scenes. From data entry to document management, your meticulousness and organizational skills will keep everything running like a well-oiled machine.

Blinkit Jobs near me

Responsibilities:

- **Data Dynamo:** Input and verify data accurately, ensuring customer information, orders, and inventory are flawless.
- **Document Magician:** Master the art of paperwork! Process invoices, orders, and other documents efficiently, maintaining a well-organized filing system.
- **Communication Champion:** Handle inbound and outbound inquiries, providing accurate information and resolving customer concerns with a smile.
- **Process Pro:** Adapt to and learn new procedures quickly, ensuring you're always on top of evolving back-office operations.
- **Team Player:** Collaborate effectively with colleagues across departments, contributing to a positive and supportive work environment.

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Blinkit Careers

Skills:

- Excellent attention to detail and accuracy, with a knack for spotting and correcting errors.
- Strong organizational and time management skills, able to handle multiple tasks efficiently.
- Proficient in MS Office Suite (Word, Excel, PowerPoint) and other relevant software (preferred).
- Excellent communication and interpersonal skills, with a positive and helpful

Important Links

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

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