



<https://targetjob.govhelp.in/job/itc-jobs-hiring-for-experience-candidates-jobs-for-freshers-back-office-executive/>

## ITC Jobs Hiring For Experience Candidates – Jobs For Freshers – Back Office Executive

**Hiring organization**  
ITC Limited

### Job Location

India  
Remote work from: IND

**Date posted**  
January 22, 2024

(adsbygoogle = window.adsbygoogle || []).push({});

**Valid through**  
31.08.2024

**Base Salary**  
USD 15 - USD 20

APPLY NOW

**Qualifications**  
12th/Graduate

**Employment Type**  
Full-time

(adsbygoogle = window.adsbygoogle || []).push({});  
(adsbygoogle = window.adsbygoogle || []).push({});

### Description

## ITC Jobs Hiring For Experience Candidates

As a Back Office Executive at ITC, you'll be the hidden hero, wielding your organizational skills and meticulous attention to detail to keep the wheels of this diverse industry giant turning smoothly. From data entry and document management to administrative support and communication channels, you'll master a variety of tasks, ensuring every detail is flawless and every process flows seamlessly. Your dedication, efficiency, and collaborative spirit will be instrumental in supporting various departments, contributing to ITC's success across diverse industries.

### ITC Jobs near me

#### Responsibilities:

- **Data Dynamo:** Ensure accuracy and efficiency by handling data entry across various systems, keeping information up-to-date and readily accessible for diverse departments.
- **Document Dynamo:** Organize and manage a variety of documents, from contracts and invoices to purchase orders and reports, creating secure filing systems and ensuring smooth retrieval for internal teams.
- **Communication Champion:** Provide administrative support, including scheduling meetings, managing travel arrangements, and handling internal and external communication channels, ensuring smooth information flow.
- **Accuracy Guardian:** Conduct regular checks and audits to identify and rectify discrepancies in data and documents, maintaining accuracy and

reliability within the systems.

- **Team Player Extraordinaire:** Foster a collaborative and supportive work environment, share knowledge with colleagues, and contribute to a cohesive back-office team that fuels ITC's operations.

(adsbygoogle = window.adsbygoogle || []).push({});

## ITC Careers

### Skills:

- Strong organizational and time-management skills.
- Excellent attention to detail and a commitment to accuracy.
- Proficiency in computer skills and Microsoft Office Suite.
- Effective communication and interpersonal skills.
- Ability to work independently and as part of a team.

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

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

(adsbygoogle = window.adsbygoogle || []).push({});

(adsbygoogle = window.adsbygoogle || []).push({});