



<https://jobsleworld.com/jobs/tata-capital-recruitment-2023-all-india-jobs-back-office-assistant-post/>

## Tata Capital Recruitment 2023 – All India Jobs – Back Office Assistant Post

**Hiring organization**  
Tata Capital

### Job Location

India  
Remote work from: IND

**Date posted**  
July 3, 2023

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**Valid through**  
31.12.2023

### Base Salary

Rs. 11,200 - Rs. 18,700

APPLY NOW

### Qualifications

Graduate.

### Employment Type

Full-time

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[Fresher and Experience Candidates Required: Click Here to Apply Now!](#)

### Description

#### Tata Capital Recruitment 2023

Back Office Assistants at Tata Capital are responsible for providing administrative support to the Operations team. This includes tasks such as processing paperwork, managing files, and responding to customer queries. Back Office Assistants also work closely with other teams to ensure that Tata Capital's operations run smoothly.

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#### Tata Capital Jobs Near Me

#### Responsibilities:

- Process paperwork
- Manage files
- Respond to customer queries
- Work with other teams to ensure smooth operations
- Other duties as assigned

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#### Tata Capital Careers

#### Skills:

- Excellent organizational skills
- Strong attention to detail

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

**Important Links**