



<https://kairosconsultancy.intentlabs.in/jobs/back-office-service-industries/>

## Back Office @ Service industries

### Description

Hello,

Greetings from Kairos Placement Services LLP!!!!!!

We have urgent opening for Back Office Profile in well known Service Industries.

### Responsibilities

- Male / Female graduates having good communication and written English for report drafting and other back office work. Good knowledge of word and excel is must.

### Qualifications

B.com, M.com, B.B.A, M.B.A

### Contacts

Interested Candidates share CV on [hr1@kairosconsultancy.com](mailto:hr1@kairosconsultancy.com) or directly call us on 9638133322

### Hiring organization

Kairos Placement Services LLP

### Employment Type

Full-time

### Job Location

sola, 380060, Ahmedabad, Gujarat, India

### Date posted

February 13, 2022