

## We're Hiring: Detail-Oriented Back Office Executive

We are urgently looking for a dedicated and detail-oriented **Back Office Executive** to handle day-to-day administrative and operational tasks.

### Key Requirements:

- Age: Within 35 Years
- Experience: 2-4 years

### Must-Have Skills:

- Fluent English communication
- Strong organizational and time management skills.
- Proactive attitude and ability to work under pressure.
- High level of attention to detail and accuracy.
- Ability to prioritize tasks and manage multiple responsibilities simultaneously.

### Responsibilities:

- Facilitate smooth communication between departments to ensure tasks are completed efficiently.
- Handle day-to-day administrative and operational tasks, such as document management, data entry, and report preparation.
- Maintain and organize records to ensure easy accessibility and accuracy.
- Communicate professionally with internal and external stakeholders when required.
- Draft and respond to emails promptly and effectively.
- Manage calendars, schedule meetings, and ensure timely follow-ups.

### Desired Candidate Profile:

- Prior experience in IT companies
- Basic knowledge of IT or an educational background in IT
- Location: Within 1-hour commute from the office

### Salary & other facilities:

- Salary - Based on Experience
- Work Mode: Work from Office

Eligible candidates can contact us at **8276046396** for further details or email us at [hr@comvalitsolutions.com](mailto:hr@comvalitsolutions.com)

