

1. Back Office Support Executive

Job Title	Back Office Support Executive	Department	Human Resources
Location/Unit	Kolkata	Grade	5
Reporting to	Head HR		
Roles Reporting into this position	Not Applicable		

Job Purpose

Responsible for managing and overseeing the smooth operation of back-office functions, including administrative support, data entry, filing, and other support activities. The ideal candidate should have strong organizational and time management skills, attention to detail, and the ability to work independently and as part of a team.

Responsibilities

- Manage and maintain files, both physical and digital
- Assist with data entry, filing, and other administrative tasks
- Provide support with scheduling appointments and meetings
- Manage and track office supplies and inventory
- Assist with the preparation of reports, presentations, and other materials
- Perform other administrative tasks as needed

Any other additional responsibility could be assigned to the role holder from time to time as a standalone project or regular work. The same would be suitably represented in the Primary responsibilities and agreed between the incumbent and competent authority.

Key Interfaces

Internal Interfaces	External Interfaces
<ul style="list-style-type: none"> • Operations Team • Sales Team • HR Team • Cross functional stake holders 	<ul style="list-style-type: none"> • Clients • Key Customers • Partners • Stakeholders

Role Requirements / Specifications

Desired Qualifications	Graduation (Any)
Desired Experience	<ul style="list-style-type: none"> • 1 to 2 years or more years of experience in a similar role

Knowledge & Skills

- Strong organizational and time management skills
- Attention to detail and accuracy
- Proficiency in Microsoft Office
- Fluency in English or Hindi.
- Excellent communication and interpersonal skills
- Ability to work independently and as part of a team
- Familiarity with database management and data entry
- Ability to maintain confidentiality and discretion in all aspects of work

Version Controls

Reviewed By:

Approved By:

Date:

Date: