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vistara

<https://jobsareahub.com/jobs/vistara-recruitment-2023-all-india-jobs-back-office-staff-posts/>

Vistara Recruitment 2023 – All India Jobs – Back Office Staff Posts

Hiring organization
Vistara

Job Location

India
Remote work from: IND

Date posted
September 25, 2023

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Valid through
31.12.2023

Base Salary

Rs. 12,400 - Rs. 17,600

APPLY NOW

Qualifications

Graduate, 12th Pass

Employment Type

Full-time

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

Description

Vistara Recruitment 2023

The Back Office Staff (Fresher) is responsible for providing administrative support to the back office team at Vistara. This includes tasks such as processing bookings, managing customer accounts, and providing customer service. This is an entry-level position that offers the opportunity to learn about back office operations and gain experience in a leading Indian airline company.

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Vistara Careers

Responsibilities:

- Process bookings accurately and efficiently
- Manage customer accounts and resolve customer issues
- Provide customer service and support
- Assist with other back office tasks as needed

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Vistara Jobs Near Me

- High school diploma or equivalent
- Strong academic performance
- Demonstrated interest in back office work

Important Links