

Back Office Executive

Hashlive – Kolkata

Job Description

An exciting and rapidly growing web development company seeks a Back Office Executive with extensive experience in Search Engine Optimization experience to join our team in Kolkata.

We have the Following Requirement -

- **Profile:** Back Office Executive
- **Experience:** 1 Year
- **Location:** Kolkata
- **Shift :** Day
- **Salary:** As per industry standard

Responsibilities:

Back Office Executive – Front and Back office jobs, accounting, documentation, public relation, cash handling and accounts operation, handling incoming calls, interacting with clients, attending all visitors,

Desired Skills & Experience

Seeking only experienced web developers with the following qualifications:

- At least 1 years of Office Assistant.
- Expert level Data Management Knowledge.
- Minimum 30 wpm typing speed.
- Good Communication skill in English, Hindi & Bengali.

Experience in the following areas a plus:

- Expertise in Internet.
- Client Communication & Marketing.
- Project Documentation & PPT Presentation.

If you are interested then Please send us **Updated resume** with Following Details -

- **Experience**
- **Current CTC**
- **Expected CTC**
- **Notice Period**
- **Contact Number**
- **Current Location**

Company Description

The dedicated web development wing of Hash Technologies Pvt Ltd comes under the brand name of "Hashlive". The ISO 9001:2000 certified Hash Technologies Pvt Ltd is a part of JIS Group, one of the renowned corporate houses of India with business turnover of above 70 million US dollars. Hash's family proudly celebrated its 11th birthday in June 2010 as a leading software & web development company in India. Hash has a well-established setup of its offices situated at Kolkata, India. If you have any questions about us, feel free to email us at hr@hashlive.com.

Additional Information

Posted: May 09, 2011

Type: Full-time

Experience: Junior level

Functions: Information Technology

Industries: Information Technology and Services