

Job Role: Order Processing Executive
Location: Bangalore
Salary: 2.54 LPA
Duration: Full Time
Qualification: B.com/BBA
Year of Passout: 2021, 2022 and 2023

Job Responsibilities:

- Project Processing
- Engage with the dealers, Project Manager, and Designer
- Process business Invoices, bills and receipts
- Follow up with production department
- Collaborate and assist the sales team
- Payment Collection

Skills:

- Proficiency with MS Office
- Good written and oral English communication
- Ability to work in teams
- Proficiency in Kannada or Telugu



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