

Back office executive (fresher)

Company: [Company name]

Location: [Location] | Work mode: [Work mode]

Employment type: Full-time | CTC: [CTC for the full-time role]

Joining: [Joining date] | Apply by: [Apply by]

About [Company name]

[About your company]

About the role

[Company name] is hiring a back office executive for the [Team] team. You will look after the records behind our daily work: the forms, documents and entries that the front team needs to be right. You will enter data accurately, check it against the source, chase missing papers by email and keep every file easy to find. You will not handle customer calls. A team lead will check your first weeks closely and reduce the checks as your accuracy proves itself.

What you will do

- Enter details from forms, emails and scanned documents into the company software or master sheet exactly as they appear on the source.
- Compare each entry with the source document before you submit it, and correct any mismatch or return it with a note.
- Verify that every file or application has the required documents attached, signed and legible before it goes to the next team.
- Scan, rename and save documents under the company's naming and folder rules, and file the paper copies in order.
- Email the sales or front-office team to collect missing documents or details, and record when you asked and what came back.
- Keep a case log of items received, completed, returned and pending, and update it at the times your lead sets.
- Sort the shared mailbox: send the approved reply to routine requests and forward everything else to the right person.
- Prepare a short count for your lead, such as entries completed and errors found by type.
- Treat records as confidential: lock your screen, share files only with named people, and keep data inside approved systems.
- Correct routine entry errors under the team's correction procedure, keep any required audit trail, and report errors that affect submitted records, customer information or completed cases to the team lead.

What we are looking for

- Accurate typing, with names, numbers and dates entered exactly as written.
- Working knowledge of Excel or Google Sheets: sorting, filtering, spotting duplicates and copying values.
- An eye for missing signatures, dates and details that do not match on a form.
- Short, correct email replies in English, and the ability to read documents in Hindi or the local language where needed.
- Steady, accurate work through repetitive tasks for most of the day.

- Consistent file and folder naming, so that anyone can find a document quickly.
- Respect for confidentiality: customer and company records stay private, including on personal phones.

Good to have

- Touch-typing and ease with a numeric keypad.
- Experience from a college office, a data entry job or an internship.
- A basic idea of pivot tables and the VLOOKUP formula.
- Knowledge of Tally or another accounting tool, useful where the records are financial.
- Ability to read documents in more than one language.

Who can apply

Graduates from any stream fit, and B.Com graduates suit posts that handle invoices or accounts records. Final-year students can apply for the intern post.

How to apply

Apply through this job post by [\[Apply by\]](#). Shortlisted candidates will hear from us about the next steps.

Back office executive intern

Company: [Company name]

Location: [Location] | Work mode: [Work mode]

Employment type: Internship | Duration: [Internship duration] | Stipend: [Stipend for the internship]

Joining: [Joining date] | Apply by: [Apply by]

About [Company name]

[About your company]

About the role

[Company name] is offering a back office internship for students and recent graduates, for the period in this post. You will practise accurate data entry on real records under checking, learn how documents are scanned, named and filed, and see how a case moves to completion. A mentor reviews your output each day. Good work may lead to a full-time offer.

What you will do

- Enter records from sample forms into the sheet or software, and compare your entries with a senior's.
- Scan and name documents under the folder rules, then file the paper copies.
- List missing or unclear documents in a file and pass the list to the executive.
- Sort the shared mailbox into folders as your mentor shows you, without replying.
- Count the day's entries by type and note the errors found in your own work.
- Update the case log with received, completed and returned items.

What we are looking for

- Student or recent graduate with accurate typing and neat work.
- Basic Excel or Google Sheets.
- Ability to check and enter records accurately during the working hours stated in this post.
- Understanding that other people's records are confidential.

Who can apply

Graduates from any stream fit, and B.Com graduates suit posts that handle invoices or accounts records. Final-year students can apply for the intern post.

How to apply

Apply through this job post by [Apply by]. Shortlisted candidates will hear from us about the next steps.

Screening questions to add to your job post

1. **After typing a long list of records, how do you check your own work?** A good answer describes a method: compare with the source, filter for blanks and duplicates, or ask someone to look at a sample. I am careful is not a method.
2. **Two documents show different dates of birth for the same person. What do you do?** The right move is to flag it and ask for confirmation, not to pick one. This tests honesty more than speed.
3. **Which of these can you do in Excel without help: sort and filter, find duplicates, VLOOKUP, pivot table?** A self-rating that you can verify in a short test. Test everyone, including those who tick every box.
4. **How fast do you type in English, and how do you know?** Anyone who has tested themselves online will say. Compare the answer with your own typing test.
5. **What keeps you accurate when a task is repetitive?** Back office work is repetitive. Good answers mention checklists, a second look or short breaks, not just willpower.
6. **You accidentally email a file to the wrong person. What do you do?** Listen for: tell the lead at once, ask the recipient to delete it, and record what happened. Hiding the mistake is the real red flag.
7. **Which software have you used for data entry or documents, and what did you make with it?** Names the tool and a real output. A college project is fine.