

ELFREDS COMMERCE LLP

business@elfreds.com

Aman Nagar, Mirzapur Road, Hisar, Haryana 125001

+91-7700044444

Job title: **Operator**

Job time: **Full Time**

Division: **Office**

Reports to: **Office Manager**

Location: **Elfreds Hub, Aman Nagar, Mirzapur Road, Hisar**

Job overview:

To assist in order invoicing, data management, and customer support.

Compensation and Benefits:

1. Different batches (early, late, and evening). No late night duty.
2. Fix working hours (~ 10 hours duty)
3. Minimum compensation of ₹15000 per month. Higher compensation based on experience, work efficiency, and feedback.

Preferred candidature:

1. 12th pass (Commerce)
2. Bachelor of Commerce (B.Com.)
3. Good communication (Hindi and English) and computer skills
4. Previous experience of Accounting and Tally

Documents required:

1. Aadhaar Card
2. Pan Card
3. Bank Document (Cancelled Cheque or Bank Passbook)