



<https://jobroll.govhelp.in/job/bank-of-baroda-recruitment-2023-banking-jobs-back-office-staff-post/>

## Bank of Baroda Recruitment 2023 – Banking Jobs – Back Office Staff Post

### Hiring organization

Bank of Baroda

### Job Location

India

Remote work from: India

### Date posted

August 26, 2023

### Valid through

31.12.2023

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### Base Salary

USD 18,000 - USD 20,000

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### Qualifications

High School Diploma

### Employment Type

Full-time

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### Description

## Bank of Baroda Recruitment 2023

The Back Office Staff is responsible for providing administrative support to the Operations team. This includes tasks such as processing customer transactions, reconciling financial records, and maintaining customer records. The Back Office Staff must be able to work independently and as part of a team, and must have strong attention to detail and accuracy.

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### Bank of Baroda Jobs Near Me

#### Responsibilities:

- Process customer transactions, such as deposits, withdrawals, and transfers.
- Reconcile financial records.
- Maintain customer records.
- Prepare reports and other documentation.
- Answer customer questions and provide support.
- Assist with other administrative tasks as needed.

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### Bank of Baroda Careers

- **Skills:**

- Strong organizational and time management skills.
- Excellent attention to detail and accuracy.
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint).
- Ability to work independently and as part of a team.
- Excellent customer service skills.

**Qualifications:**

- Bachelor's degree in business administration or a related field.
- 1-2 years of experience in a financial services or administrative role.
- Strong understanding of banking operations.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint).

Important Links

Find the Link in [Apply Now](#) Button

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