

## DBS Bank Recruitment 2023 – Free Job Alert – Coordinator Post

**Hiring organization**  
DBS Bank

### Job Location

India  
Remote work from: IND

**Date posted**  
August 11, 2023

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**Valid through**  
31.12.2023

### Base Salary

USD 25,000 - USD 27,000

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### Qualifications

Graduate

### Employment Type

Full-time

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### Description

## DBS Bank Recruitment 2023

The Coordinator is responsible for providing administrative and logistical support to project teams. This includes tasks such as preparing and distributing project documentation, tracking project timelines and deliverables, and coordinating with internal and external stakeholders. The Coordinator also plays a key role in ensuring that projects are completed on time and within budget.

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### DBS Bank Jobs Near Me

### Responsibilities:

- Prepare and distribute project documentation, such as project plans, schedules, and reports.
- Track project timelines and deliverables.
- Coordinate with internal and external stakeholders.
- Manage project budgets.
- Resolve project issues and conflicts.
- Provide administrative support to project teams.
- Other duties as assigned.

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### DBS Bank Careers

### Skills and Qualifications:

- Bachelor's degree in business administration, project management, or a related field.
- 1-3 years of experience in project management or a related field.

- Strong administrative and organizational skills.
- Excellent written and verbal communication skills.
- Ability to work independently and as part of a team.
- Strong attention to detail.
- Ability to manage multiple projects simultaneously.

**Important Links** in Microsoft Office Suite

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

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