

## Indusind Bank Recruitment 2023 – Free Job Alert – Back Office Assistant Post

**Hiring organization**  
Indusind Bank

### Job Location

India  
Remote work from: IND

**Date posted**  
August 23, 2023

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**Valid through**  
31.12.2023

### Base Salary

USD 12,000 - USD 17,000

APPLY NOW

### Qualifications

Graduate

### Employment Type

Full-time

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### Description

## Indusind Bank Recruitment 2023

The Back Office Assistant is responsible for providing administrative support to the Operations team. This includes a variety of tasks, such as processing paperwork, managing databases, and responding to customer inquiries. The ideal candidate will be organized, detail-oriented, and have strong customer service skills.

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### Indusind Bank Jobs Near Me

### Responsibilities:

- Process paperwork and documentation related to customer accounts
- Enter data into databases and spreadsheets
- Respond to customer inquiries via phone, email, and chat
- Follow up on customer requests and ensure that they are resolved in a timely manner
- Maintain records and files
- Assist with other administrative tasks as needed

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### Indusind Bank Careers

### Skills:

- Strong organizational and time management skills
- Excellent written and verbal communication skills
- Ability to work independently and as part of a team
- Proficient in Microsoft Office Suite
- Experience with customer service software is a plus

**Qualifications:**

- Bachelor's degree in business administration or a related field
- 1-2 years of experience in a customer service or administrative role
- Strong attention to detail and accuracy

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

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