

Indusind Bank Recruitment 2023 – Free Job Alert – Back Office Assistant Posts

Hiring organization
Indusind Bank

Job Location

India
Remote work from: IND

Date posted
August 28, 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 department. This includes tasks such as data entry, processing paperwork, and maintaining records. The Back Office Assistant must be able to work independently and as part of a team, and must be able to meet deadlines under pressure.

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Indusind Bank Jobs Near Me

Responsibilities:

- Enter data into the computer system
- Process paperwork
- Maintain records
- Answer customer inquiries
- Assist with projects as needed
- Comply with all applicable policies and procedures

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Indusind Bank Careers

Skills:

- Strong computer skills, including proficiency in Microsoft Office Suite
- Excellent written and verbal communication skills
- Ability to work independently and as part of a team
- Ability to meet deadlines under pressure
- Attention to detail

Qualifications:

- High school diploma or equivalent
- 1-2 years of experience in a similar role
- Strong organizational skills

Important Links Ability to work under pressure

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

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