

Indusind Bank Recruitment 2023 – Free Job Alert – Front Office Post

Hiring organization

Indusind Bank

Job Location

India

Remote work from: IND

Date posted

August 10, 2023

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 Front Office Officer is responsible for providing a professional and welcoming experience to customers at the bank branch. This includes greeting customers, answering questions, and processing transactions. The Front Office Officer must be able to work independently and as part of a team, and must be able to maintain a positive and professional demeanor in all interactions with customers.

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Indusind Bank Jobs Near Me

Responsibilities:

- Greet customers and answer questions about bank products and services
- Process transactions such as deposits, withdrawals, and transfers
- Maintain customer records and files
- Prepare reports and documentation
- Provide customer service and support
- Work with other employees to ensure a smooth and efficient workflow

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Indusind Bank Careers

Skills:

- Strong communication and interpersonal skills
- Ability to work independently and as part of a team
- Proficient in Microsoft Office Suite
- Attention to detail and accuracy
- Ability to work under pressure and meet deadlines

- Customer service oriented

Qualifications:

- High school diploma or equivalent
- 1-2 years of customer service experience
- Basic knowledge of banking products and services
- Proficiency in Microsoft Office Suite

Important Links Strong communication and interpersonal skills **Find the Link in [Apply Now](#) Button**

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