

Yes Bank Recruitment 2023 - Bank Jobs - Operations Professional Post

Hiring organization
Yes Bank

Job Location

India
Remote work from: India

Date posted
August 26, 2023

Valid through
31.12.2023

Base Salary

USD 26,000 - USD 30,000

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Qualifications

Post graduate

Employment Type

Full-time

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Description

Yes Bank Recruitment 2023

The Operations Professional is responsible for providing administrative and operational support to the Operations team. This includes tasks such as data entry, customer service, and resolving operational issues. The Operations Professional must be able to work independently and as part of a team, and must have strong attention to detail and problem-solving skills.

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Yes Bank Jobs Near Me

Responsibilities:

- Enter data into the bank's systems
- Provide customer service to bank customers
- Resolve operational issues
- Maintain records and files
- Prepare reports
- Assist with other administrative tasks as needed

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Yes Bank Careers

Skills:

- Strong attention to detail
- Excellent problem-solving skills

- Proficient in Microsoft Office Suite
- Excellent written and verbal communication skills
- Ability to work independently and as part of a team

Qualifications:

- Bachelor's degree in business administration, finance, or a related field
- 1-2 years of experience in a customer service or operations role
- Strong analytical and problem-solving skills

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