

Back Office Coordinator

Job Location

Jayshree Park, 700034, Kolkata, West Bengal, India

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Base Salary

USD 11,500 - USD 17,500

Qualifications

Graduate, 12th Pass

Employment Type

Full-time

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Description

HDFC Bank Recruitment 2023

HDFC Bank is looking for a talented and motivated Back Office Coordinator to join our team. The ideal candidate will be able to provide administrative support to the back office team, manage customer inquiries, and handle back office operations.

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Responsibilities:

- Provide administrative support to the back office team, such as scheduling meetings, preparing reports, and managing files.
- Manage customer inquiries, such as answering questions, resolving complaints, and following up on requests.
- Handle back office operations, such as processing transactions, managing inventory, and maintaining records.
- Other back office duties as assigned.

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HDFC Bank Careers

Skills:

- Excellent organizational and time management skills.
- Proficient in Microsoft Office Suite.
- Excellent communication and interpersonal skills.
- Ability to work independently and as part of a team.

Important Links [Attention to detail.](#)

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

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Hiring organization

HDFC Bank

Date posted

July 6, 2023

Valid through

31.12.2023

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