

## HDFC Bank Recruitment 2023 – Freshers Jobs – Back Office Coordinator Post

**Hiring organization**  
HDFC Bank

### Job Location

India  
Remote work from: IND

**Date posted**  
June 30, 2023

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**Valid through**  
31.12.2023

### Base Salary

USD 11,500 - USD 17,500

APPLY NOW

### 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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#### HDFC Bank Jobs Near Me

#### 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.
- Attention to detail.

## Important Links

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

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