

HDFC Bank Recruitment 2023 – Freshers Jobs – Back Office Coordinator Posts

Hiring organization
HDFC Bank

Job Location

India
Remote work from: IND

Date posted
July 13, 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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