



<https://bestjob.jobsareahub.com/job/au-small-finance-bank-recruitment-2023-2years-experience-required-back-office-admin-post/>

## Au Small Finance Bank Recruitment 2023 – 2+Years Experience Required – Back Office Admin Post

**Hiring organization**  
Au Small Finance Bank

### Job Location

India  
Remote work from: India

**Date posted**  
May 6, 2023

**Valid through**  
31.12.2025

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### Base Salary

Rs. 22,000 - Rs. 42,000

**APPLY NOW**

### Qualifications

Graduate.

### Employment Type

Full-time

### Experience

2+Years Experience Required

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### Description

## Au Small Finance Bank Recruitment 2023

The Back Office Admin will support the management of employee benefits, HRIS data, and other personnel-related tasks.

### Au Small Finance Bank Jobs Near Me

This individual will administer company policies, processes, and programs related to employee benefits and HRIS. They will also compile and track employee data, generate reports, and provide customer service to employees and managers.

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### Au Small Finance Bank Jobs Careers

The Back Office Admin is responsible for the efficient and effective operation of the back office. This individual provides support to all areas of the business by handling a wide range of office tasks. The Back Office Admin must be able to work independently while being an integral part of a team.

### Responsibilities:

- Answer and direct phone calls
- Manage and monitor the front office email inbox
- Coordinate and manage meeting schedules
- Coordinate travel arrangements
- Maintain office supplies
- Organize and manage files and records
- Provide other administrative support as needed

**Qualifications:**

- High school diploma or equivalent
- Minimum one year of experience in an administrative role
- Strong customer service skills
- Proficient in Microsoft Office Suite

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

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