



<https://bestjob.jobsareahub.com/job/au-small-finance-bank-recruitment-2023-job-freshers-front-office-assistant-post/>

## Au Small Finance Bank Recruitment 2023 – Job Freshers – Front Office Assistant Post

**Hiring organization**  
Au Small Finance Bank

### Job Location

India  
Remote work from: India

**Date posted**  
February 16, 2023

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**Valid through**  
31.12.2025

### Base Salary

Rs. 25,000 - Rs. 30,000

APPLY NOW

### Qualifications

Graduate.

### Employment Type

Full-time

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### Description

#### Au Small Finance Bank Recruitment 2023

Duties may include fielding telephone calls, handling mail and correspondence, and filing records.

#### Au Small Finance Bank Jobs Near Me

#### Qualifications:

- Minimum high school diploma or equivalent
- One year of customer service experience
- Excellent communication skills, both written and oral
- Positive attitude and strong customer service skills

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#### Au Small Finance Bank Jobs For Freshers

The Front Office Assistant will provide frontline support to the front office team by managing client relationships, handling client inquiries, and providing support to the front office staff.

#### Responsibilities:

-Answer phones and greet visitors in a courteous manner

-Handle mail and correspondence

-File records

Provide clerical and administrative support to front office staff members

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

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