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HDFC Bank Recruitment 2023 – Work From Home – Back Office Admin Post

Hiring organization
HDFC Bank

Job Location

India
Remote work from: India

Date posted
March 11, 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

HDFC Bank Recruitment 2023

The Back Office Admin is responsible for providing operational and administrative support to the front office staff.

HDFC Bank Jobs Near Me

Requirements:

- Strong organizational skills and attention to detail
- Excellent communication skills
- Proficient in Microsoft Office Suite

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HDFC Bank Jobs For Freshers

The ideal candidate will have a minimum of 2 years experience in a back-office administrative role and have excellent organizational and customer service skills.

Responsibilities:

- Handle sales and customer service inquiries

- Process orders and maintain customer databases

Response notifications and invoices

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

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