

IndusInd Bank Recruitment 2023 - 2+Years Experience Required - Back Office Admin Post

Hiring organization
Indusind Bank

Job Location

India
Remote work from: India

Date posted
April 29, 2023

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Valid through
31.12.2025

Base Salary

Rs. 23.000 - Rs. 34.000

APPLY NOW

Qualifications

Graduate

Employment Type

Full-time

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Description

IndusInd Bank Recruitment 2023

The Back Office Admin will be responsible for supporting the sales team. Responsibilities will include preparing quotes and proposals, maintaining customer information, and coordinating with other departments within the company to ensure that all customer needs are met. If you are a motivated individual with excellent organizational skills, we want you!

IndusInd Bank Jobs Near Me

The Back Office Admin is responsible for providing administrative support to the Back Office team. This includes, but is not limited to, handling phone calls and emails, preparing meeting agendas and minutes, ordering office supplies, and managing the team's calendar.

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Indusind Bank Careers

The Back Office Admin will be responsible for all back office duties in the company. This includes, but is not limited to, bookkeeping, invoicing, and human resources. The Back Office Admin must be skilled in QuickBooks, Excel, and Word. They must also have excellent communication and organizational skills.

Qualifications:

Proven experience as an administrative assistant or in a related field.

Strong knowledge of MS Office Suite.

Excellent organizational skills and attention to detail.

Ability to handle multiple tasks simultaneously and work under pressure.

Excellent communication and interpersonal skills.

Responsibilities: –

Provide administrative support to the Back Office team.

Handle phone calls and emails.

Prepare meeting agendas and minutes.

Order office supplies.

Manage the team's calendar.

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

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