

IndusInd Bank Recruitment 2023 – 2+Years Experience Required – Back Office Staff Post

Hiring organization
Indusind Bank

Job Location

India
Remote work from: India

Date posted
May 1, 2023

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Valid through
31.12.2025

Base Salary

Rs. 43.000 - Rs. 54.000

APPLY NOW

Qualifications

Graduate

Employment Type

Full-time

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Description

IndusInd Bank Recruitment 2023

The Back Office Staff will provide support to the company by performing essential duties in the back office. This will include, but is not limited to, data entry, bookkeeping, customer service, and order processing. The ideal candidate for this position will have strong organizational skills, attention to detail, and be able to work independently. A high level of accuracy and efficiency is essential for this position.

IndusInd Bank Jobs Near Me

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IndusInd Bank Careers

This will include, but is not limited to, data entry, bookkeeping, customer service, and order processing. The ideal candidate for this position will have strong organizational skills, attention to detail, and be able to work independently. A high level of accuracy and efficiency is essential for this position.

Responsibilities:

- Data Entry: Entering data into the company system accurately and efficiently
- Bookkeeping: Updating financial records and reconciling accounts
- Customer Service: Responding to customer inquiries and addressing complaints
- Order Processing: Processing orders in a timely manner and ensuring accuracy

Qualifications:

- High school diploma or equivalent
- 2+ years of experience in a back-office role
- Strong organizational skills and attention to detail
- Ability to work independently and effectively under pressure

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