

## 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**  
April 26, 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, Work From Home

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### Description

## Indusind Bank Recruitment 2023

The Back Office Staff is responsible for the daily administration and operation of the back office. They are also responsible for ensuring that all financial and administrative procedures are followed according to company policy and in compliance with all relevant legislation.

### Indusind Bank Jobs Near Me

The role of back office staff is to provide support to the office through the completion of general office tasks. This includes, but is not limited to, preparing and organizing documents, managing schedules, and handling correspondence.

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## Indusind Bank Careers

The ideal candidate for this position will have strong organizational skills, attention to detail, and efficient time management skills. Proficiency with Microsoft Office programs is required.

### Qualifications:

High school diploma or equivalent

1-3 years of related experience

Excellent communication and interpersonal skills

Strong organizational skills and attention to detail

## Important Links

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

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