



<https://bestjob.jobsareahub.com/job/indusind-bank-recruitment-2023-jobs-for-freshers-front-office-staff-post/>

IndusInd Bank Careers 2023 – Jobs For Freshers – Front Office Staff Post

Hiring organization

Indusind Bank

Date posted

May 8, 2023

Valid through

30.04.2023

APPLY NOW

Job Location

India

Remote work from: India

(adsbygoogle = window.adsbygoogle || []).push({});

Base Salary

Rs. 30,000 - Rs. 45,000

Qualifications

Graduate

Employment Type

Full-time

(adsbygoogle = window.adsbygoogle || []).push({});

(adsbygoogle = window.adsbygoogle || []).push({});

Description

IndusInd Bank Recruitment 2023

The front office staff is responsible for providing customer service and support to the customers of the company.

Jobs For Freshers

IndusInd Bank Jobs Near Me

This includes answering customer questions, addressing complaints, and providing information about the company's products and services.

(adsbygoogle = window.adsbygoogle || []).push({});

IndusInd Bank Jobs Near Me

The front office staff position is responsible for the day-to-day operations of the front office. This includes greeting guests, answering phones, and handling requests. The front office staff must have excellent customer service skills and be able to work under pressure.

Responsibilities:

- Greet guests and provide excellent customer service
- Answer phones and handle requests
- Organize and schedule appointments

-Keep the front office clean and organized

Qualifications:

- High school diploma or equivalent
- Minimum one year of customer service experience
- Familiar with Microsoft Office

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

(adsbygoogle = window.adsbygoogle || []).push({});

(adsbygoogle = window.adsbygoogle || []).push({});