

## JP Morgan Chase Bank Careers 2023 – 2+Years Exp. – Online Jobs – Back Office Staff Post

**Hiring organization**  
JP Morgan Chase Bank

### Job Location

India  
Remote work from: India

**Date posted**  
May 8, 2023

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**Valid through**  
31.12.2023

### Base Salary

Rs. 41000 - Rs. 56,000

APPLY NOW

### Qualifications

Graduate

### Employment Type

Full-time

### Experience

2+Years Experience Required

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### Description

## JP Morgan Chase Bank Recruitment 2023

The Back Office Staff is responsible for the daily operations of the company. This includes, but is not limited to, bookkeeping, data entry, and customer service.

### JP Morgan Chase Bank Jobs Near Me

The Back Office Staff is responsible for the daily operations of the company. They work with the accounting department to ensure all financial transactions are recorded and filed correctly,

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### JP Morgan Chase Bank Careers

They may also be responsible for managing company records, tracking inventory, and other clerical tasks. The ideal candidate for this position is detail-oriented, organized, and able to handle multiple tasks simultaneously.

### Responsibilities:

- Work with the accounting department to ensure all financial transactions are recorded and filed correctly
- Work with the marketing department to ensure all promotions and communications are accurate and up to date
- Manage company records
- Track inventory

-Other clerical tasks as needed

### Online Jobs

#### Requirements:

-Detail oriented

-Organized

-Ability to handle multiple tasks simultaneously

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

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