



<https://bestjob.jobsareahub.com/job/hdfc-bank-recruitment-2023-jobs-near-me-back-office-assistant-post/>

HDFC Bank Recruitment 2023 – Jobs Near Me – Back Office Assistant Post

Hiring organization
HDFC Bank

Job Location

India
Remote work possible

Date posted
July 24, 2023

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Valid through
31.12.2025

Base Salary

Rs. 34,000 - Rs. 41,400

APPLY NOW

Qualifications

Graduate.

Employment Type

Full-time

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Description

HDFC Bank Recruitment 2023

- The Back Office Assistant is responsible for providing administrative support to the Back Office team. This includes tasks such as data entry, filing, and customer service. The ideal candidate will be a highly organized and detail-oriented individual with excellent communication and interpersonal skills.

HDFC Bank Career

Responsibilities:

- Enter customer data into the system
- File customer documents
- Answer customer inquiries via phone and email
- Compile reports and other documentation
- Other duties as assigned

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HDFC Bank Jobs Near Me

Skills:

- Strong organizational and time management skills
- Excellent attention to detail
- Proficient in Microsoft Office Suite
- Excellent communication and interpersonal skills

Qualifications:

- High school diploma or equivalent
- 1+ years of experience in a back office or administrative role
- Basic knowledge of banking operations

Important Links

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

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