

Allahabad UP Gramin Bank Careers – Job For Freshers – Back-Office Coordinator

Hiring organization
Allahabad UP Gramin Bank

Job Location

India
Remote work from: India

Date posted
February 25, 2023

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Valid through
31.12.2025

Base Salary

Rs. 18,000 - Rs. 27,000

APPLY NOW

Qualifications

10th, 12th, Graduate

Employment Type

Full-time

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Description

Allahabad UP Gramin Bank Recruitment 2023

The Back Office Coordinator Post is responsible for the coordination and execution of back-office operations within the company.

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The incumbent will be responsible for the coordination and management of all back-office processes, ensuring that these are completed in a timely, efficient, and accurate manner.

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Allahabad UP Gramin Bank Jobs For Freshers

Responsibilities:

- Coordinate all back-office processes and operations
- Ensure that all back-office processes are completed in a timely, efficient, and accurate manner
- Provide support and assistance to other departments as required
- Maintain accurate records and documentation

Qualifications:

- Minimum of 3 years experience in a back-office role

-Strong organizational skills and attention to detail

Familiarity with Microsoft Office Suite

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

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