

## Allahabad UP Gramin Bank Careers – Job For Freshers – Back Office Executive

**Hiring organization**  
Allahabad UP Gramin Bank

### Job Location

India  
Remote work from: India

**Date posted**  
March 1, 2023

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**Valid through**  
31.12.2025

### Base Salary

Rs. 17,000 - Rs. 27,000

**Button**  
APPLY NOW

### Qualifications

12th, Graduate

### Employment Type

Full-time

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### Description

## Allahabad UP Gramin Bank Recruitment 2023

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

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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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