



<https://jobquest.jobsworld.com/job/au-small-finance-bank-recruitment-2023-2-years-experience-required-front-office-assistant-post/>

Au Small Finance Bank Recruitment 2023 – 2+ Years Experience Required – Front Office Assistant Post

Job Location

India

Remote work from: India

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Base Salary

Rs. 16,000 - Rs. 27,500

Qualifications

12th, Graduate

Employment Type

Full-time

Experience

2+Years Experience Required

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Description

Au Small Finance Bank Recruitment 2023

We are looking for a dynamic and motivated individual to provide front office assistance in our company. The ideal candidate for this position is an organized individual with excellent communication skills.

Jobs Near Me

The Front Office Assistant will be responsible for providing customer service, maintaining office supplies, and handling company correspondence. If you are looking for a challenging and rewarding opportunity, we encourage you to apply today.

Hiring organization

Au Small Finance Bank

Date posted

March 27, 2023

Valid through

31.12.2025

APPLY NOW

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Jobs For Freshers

Responsibilities:

- Provide excellent customer service
- Answer phones and respond to inquiries
- Maintain office supplies
- Handle company correspondence

Qualifications:

- Minimum of 2 years of customer service experience
- Strong communication skills
- Ability to multitask and prioritize tasks
- Proficient in Microsoft Office

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

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