



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

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

Hiring organization
Au Small Finance Bank

Job Location

India
Remote work from: India

Date posted
March 29, 2023

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Valid through
31.12.2025

Base Salary

Rs. 16,000 - Rs. 27,500

APPLY NOW

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.

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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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