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Au Small Finance Bank Recruitment 2023 – Job For Freshers – Back Office Coordinator Post

Hiring organization
Au Small Finance Bank

Job Location

India
Remote work from: India

Date posted
February 20, 2023

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Valid through
31.12.2025

Base Salary

Rs. 10,000 - Rs. 17,500

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Qualifications

12th, Graduate

Employment Type

Full-time

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Description

Au Small Finance Bank Recruitment 2023

The Back Office Coordinator is responsible for ensuring that the office's back office operations run smoothly and are completed in a timely manner.

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They will be responsible for performing various administrative tasks, such as handling invoices and processing payments. The Back Office Coordinator will also be responsible for overseeing the office's inventory and ensuring that all supplies are ordered and stocked.

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Jobs For Freshers

Responsibilities:-

- Process payments and invoices
- Oversee the office's inventory
- Order office supplies
- Manage the office's email account
- Handle other administrative tasks as needed

Requirements:-

- Proven experience as an administrative assistant, office manager, or in a similar

role

- Strong organisational skills and attention to detail
- Good knowledge of Microsoft Office Suite
- Strong communication and interpersonal skills
- Ability to work independently and take initiative

Important Links

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

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