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# HDFC Bank Recruitment 2023 – 2+Years Experience Required – Coordinator

Job Location India Remote work from: India

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**Base Salary** Rs. 18,000 - Rs. 28,000

Qualifications 12th, Graduate

Employment Type Full-time

**Experience** 2+Years Experience Required

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#### Description

### HDFC Bank Recruitment 2023

The Coordinator will support the administrative and operational needs of a specific area or program. S/he will work with staff, volunteers, clients, and other stakeholders to ensure that the area or program operates effectively and efficiently.

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#### HDFC Bank Jobs Near Me

#### **Responsibilities:**

- Coordinate the activities of a specific area or program, ensuring that they are carried out effectively and efficiently
- Work with staff, volunteers, clients, and other stakeholders to ensure that the area or program meets its objectives
- Coordinate the collection, analysis, and reporting of data relevant to the area or program

· Maintain records and files related to the area or program

Hiring organization HDFC Bank

Date posted March 21, 2023

Valid through 30.09.2025

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#### **HDFC Bank Careers**

#### **Qualifications:**

• Experience in a coordinator role or in a related role

Knowledge of the relevant area or program

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