



<https://jobfy.in/jobs/bandhan-bank-recruitment-2023-all-india-jobs-virtual-assistant-post/>

## Virtual Assistant

### Job Location

India  
Remote work from: IND

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### Base Salary

USD 11,500 - USD 18,400

### Qualifications

Graduate, 12th Pass

### Employment Type

Full-time

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### Description

## Bandhan Bank Recruitment 2023

We are looking for a highly motivated and experienced Virtual Assistant to join our team. The ideal candidate will have a strong understanding of virtual assistant principles and practices, as well as the ability to provide administrative support to a variety of departments. The successful candidate will be responsible for tasks such as scheduling appointments, managing email, and providing customer service.

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## Bandhan Bank Careers

### Responsibilities:

- Schedule appointments.
- Manage email.
- Provide customer service.
- Other administrative tasks as assigned.

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## Bandhan Bank Jobs Near Me

### Skills:

- Strong understanding of virtual assistant principles and practices.
- Excellent communication and interpersonal skills.

### Hiring organization

Bandhan Bank

### Date posted

July 5, 2023

### Valid through

31.12.2023

APPLY NOW

- Ability to work independently and as part of a team.
- Proficient in Microsoft Office Suite.
- Excellent time management skills.

#### Important Links

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

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