



<https://jobfy.in/jobs/back-office-coordinator-in-axis-bank-work-from-jobs-bank-jobs-for-axis-bank/>

## Back Office Coordinator in Axis Bank – Work From Jobs – Bank Jobs For Axis Bank

### Job Location

India  
Remote work from: IND

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### Base Salary

USD 12 - USD 20

### Qualifications

Graduate, 12th Pass

### Employment Type

Full-time

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### Description

## Back Office Coordinator in Axis Bank

We are looking for a highly motivated and experienced Back Office Coordinator to join our team. The ideal candidate will have a strong understanding of back office procedures, as well as the ability to provide administrative support to a variety of departments. The successful candidate will be responsible for tasks such as processing transactions, managing customer accounts, and providing customer service.

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## Axis Bank Careers

### Responsibilities

- Process transactions.
- Manage customer accounts.
- Provide customer service.
- Maintain records and files.
- Other duties as assigned.

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## Axis Bank Jobs Near Me

### Skills

### Hiring organization

Axis Bank

### Date posted

January 16, 2024

### Valid through

31.08.2024

APPLY NOW

- Strong understanding of back office procedures.
- Excellent communication and interpersonal skills.
- Ability to work independently and as part of a team.
- Proficient in Microsoft Office Suite.
- Attention to detail.

#### **Important Links**

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

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