



<https://jobable.govhelp.in/job/axis-bank-recruitment-2023-24-job-recruitment-back-office-coordinator-post/>

Axis Bank Recruitment 2023-24 – Job Recruitment – Back Office Coordinator Post

Job Location

India
Remote work from: IND

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Base Salary

USD 12,000 - USD 19,400

Qualifications

Graduate, 12th

Employment Type

Full-time

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Description

Axis Bank Recruitment 2023-24

Axis Bank, India's third-largest private sector bank, is searching for organized and efficient individuals like you to join our team as Back Office Coordinators in 2023-24. This is your chance to be the maestro of operational efficiency, ensuring accuracy, timeliness, and smooth transaction processing in a fast-paced environment.

Axis Bank Careers

Responsibilities:

- Process financial transactions (e.g., deposits, withdrawals, account updates) ensuring accuracy and adherence to regulatory guidelines.
- Maintain accurate and up-to-date records of all financial transactions and related documentation.
- Analyze data to identify discrepancies, potential errors, and areas for improvement in operational processes.
- Investigate and resolve operational issues promptly, escalating complex matters to supervisors as needed.
- Communicate effectively with internal and external stakeholders (e.g., customers, other departments) to ensure smooth information flow.
- Develop and implement process improvement initiatives to streamline workflows and minimize errors.
- Utilize technology efficiently to maintain records, track progress, and automate tasks where possible.

Hiring organization

Axis Bank

Date posted

December 28, 2023

Valid through

31.08.2024

APPLY NOW

- Adhere to strict bank security protocols and ensure data confidentiality at all times.

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Axis Bank Jobs near me

Skills:

- Excellent attention to detail and a commitment to accuracy in all tasks.
- Strong organizational and time management skills with the ability to handle multiple priorities simultaneously.
- Proficiency in computer skills (e.g., MS Office Suite) and willingness to learn new technologies.
- Excellent communication and interpersonal skills to collaborate effectively with diverse teams.
- Problem-solving skills and the ability to think critically to identify and resolve operational issues.
- Ability to work independently and as part of a team in a fast-paced environment.

Important Links

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

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