



Bandhan Bank

<https://jobable.govhelp.in/job/bandhan-bank-careers-latest-job-notification-job-search-for-back-office-admin/>

## Bandhan Bank Careers – Latest Job Notification – Job Search For Back Office Admin

**Hiring organization**  
Bandhan Bank

### Job Location

India

Remote work from: IN; US; AU; NZ; HK; JP; KZ; MY; SG; TW; TH; UZ; VN; AT; BY; BE; DK; FR; DE; GR; NL; RU; ES; CH; UK; GB; DZ; KW; MA; QA; SA; MX; AE; CA; GT; DO

### Date posted

March 21, 2024

### Valid through

31.12.2024

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### Base Salary

USD 15 - USD 24

### Qualifications

Graduate, Post Graduate

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### Employment Type

Full-time

### Description

## Bandhan Bank Recruitment 2024

Are you looking for a career that allows you to contribute to financial inclusion while developing valuable administrative skills? Do you thrive in a fast-paced environment and enjoy working collaboratively? If so, then a Back Office Admin role at Bandhan Bank could be the perfect opportunity for you!

## Bandhan Bank Jobs Near Me

Bandhan Bank is a leading private sector bank in India, known for its commitment to empowering unbanked and underbanked communities. We offer a dynamic and supportive work environment where you'll have the chance to learn from experienced professionals and make a real difference.

In this role, you'll play a vital part in ensuring the smooth operation of our back office functions. You'll be responsible for a variety of tasks, from processing data and maintaining records to providing administrative support to various teams.

### About the Role

As a Back Office Admin at Bandhan Bank, you'll be the backbone of our back-office operations. You'll work closely with different departments to ensure efficient and accurate administrative support.

## Job Summary

- Process and maintain various financial and administrative records.
- Provide efficient communication and administrative support to internal teams.
- Manage schedules, travel arrangements, and meetings for assigned personnel.
- Contribute to a positive and organized work environment.

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## Key Responsibilities

- Data Entry and Record Management:
  - Enter and update data into various back-office systems with accuracy and attention to detail.
  - Maintain and organize physical and digital records according to company policies.
  - Generate reports and perform data analysis as required.
- Administrative Support:
  - Manage calendars and schedules for assigned personnel.
  - Arrange travel bookings and accommodations (if applicable).
  - Draft and proofread correspondence, including emails and letters.
  - Answer phone calls and inquiries in a professional and courteous manner.
  - Prepare presentations and meeting materials as needed.
- Other Responsibilities:
  - Assist with onboarding new employees and maintaining personnel records.
  - Manage office supplies and equipment inventory.
  - Perform any other duties assigned by the supervisor.

## Required Skills and Qualifications

- Minimum qualification of 10+2 or equivalent.
- Strong computer literacy with proficiency in MS Office Suite (Word, Excel, PowerPoint).
- Excellent organizational and time management skills.
- Ability to prioritize tasks and work effectively under pressure.
- Strong communication and interpersonal skills with a focus on teamwork.
- Meticulous attention to detail and accuracy.
- Ability to learn new processes and adapt to a fast-paced environment.

## Experience

- We welcome applications from both freshers and experienced candidates.
- Freshers with strong academic records and a willingness to learn are encouraged to apply.
- Prior experience in a similar administrative role will be a plus.

## Why Join Bandhan Bank

At Bandhan Bank, we offer a rewarding work environment that fosters personal and professional growth. Here are some of the benefits you can expect:

- Competitive salary and benefits package.
- Opportunities for career development and training.

- A dynamic and positive work culture.
- The satisfaction of contributing to financial inclusion for all.
- Work-life balance and a supportive team environment.

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We are looking for passionate and reliable individuals who are eager to learn and contribute to our success. If you're looking for a challenging and rewarding career in the banking sector, then we encourage you to apply!

#### **Application Process**

Interested candidates can submit their resumes through our online application portal.

#### **Join Us and Make a Difference!**

Become part of a growing organization that is making a real difference in the lives of millions of people. We offer a dynamic and rewarding work environment where you can develop your skills and contribute to our mission of financial inclusion.

#### **In Conclusion**

This Back Office Admin role offers a unique opportunity to gain valuable experience in the banking sector. You'll play a critical role in supporting our operations and contributing to the success of Bandhan Bank. If you're a highly organized and detail-oriented individual with a passion for accuracy and efficiency, we encourage you to apply!

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