

HDFC Bank Job Search – Job Seeker – Accounts Payable Posts

Hiring organization
HDFC Bank

Job Location

India

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

Date posted
March 18, 2024

Valid through
31.08.2024

(adsbygoogle = window.adsbygoogle || []).push({});

APPLY NOW

Base Salary

USD 15 - USD 25

Qualifications

Graduate, Post Graduate

Employment Type

Full-time

(adsbygoogle = window.adsbygoogle || []).push({});

(adsbygoogle = window.adsbygoogle || []).push({});

Description

HDFC Bank Job Search

About HDFC Bank

HDFC Bank is India's leading private sector bank, recognized for its world-class banking experience and a commitment to innovation. With a vast network of branches and a robust digital platform, HDFC Bank offers a wide range of financial products and services to its millions of customers. The bank is known for its operational excellence, customer focus, and strong corporate governance.

Why Join Us as an Accounts Payable Specialist (Remote)?

This is an exciting opportunity to join a dynamic and growing team within HDFC Bank's Accounts Payable department. As a remote Accounts Payable Specialist, you'll play a vital role in ensuring the smooth and efficient processing of vendor payments. You'll work in a fast-paced environment, collaborating with internal teams and external vendors to maintain accurate financial records.

Position: Accounts Payable Specialist (Remote)

Company: HDFC Bank

Location: Remote (This position can be performed from anywhere in India)

Job Summary:

In this role, you'll be responsible for a variety of tasks related to accounts payable processing, including:

- Reviewing and processing vendor invoices for accuracy and completeness
- Ensuring proper coding and classification of invoices
- Verifying vendor information and ensuring compliance with company policies
- Initiating and tracking vendor payments through electronic channels
- Reconciling accounts payable statements and resolving discrepancies
- Maintaining accurate and up-to-date accounts payable records
- Communicating effectively with vendors to address inquiries and resolve issues

(adsbygoogle = window.adsbygoogle || []).push({});

HDFC Bank Careers

Key Responsibilities:

- Respond promptly and professionally to customer inquiries via phone, email, and chat.
- Efficiently research and resolve customer issues related to reservations, ticketing, baggage, flight changes, and other travel needs.
- Provide clear and concise information on Air India's services, policies, and procedures.
- Process bookings, cancellations, and changes as needed, ensuring accuracy and adherence to company guidelines.
- Upsell and cross-sell Air India products and services where appropriate while maintaining a focus on customer satisfaction.
- Document interactions with customers accurately and efficiently for future reference.
- Remain up-to-date on Air India's policies, procedures, and travel industry trends.
- Escalate complex issues to the appropriate team when necessary.

Required Skills and Qualifications:

- Excellent written and verbal communication skills in English.
- Strong customer service orientation with a commitment to exceeding expectations.
- Ability to work independently and manage multiple tasks effectively.
- Excellent problem-solving and analytical skills.
- Proficient in computer skills, including Microsoft Office Suite (Word, Excel, Outlook).
- Ability to adapt to a fast-paced environment and prioritize workload effectively.
- Strong attention to detail and a commitment to accuracy.

Experience:

- While experience in the airline industry is a plus, it is not mandatory. We are open to passionate individuals with a strong customer service background and a willingness to learn.

(adsbygoogle = window.adsbygoogle || []).push({});

If You Want to Get Notifications about Various Jobs, Join our Telegram Channel Now and Get notified Daily about the Latest Jobs



HDFC Bank Jobs Near Me

Why Join HDFC Bank?

- **Work with a Reputed Brand:** Build your career with a leading financial institution known for its innovation and customer focus.
- **Growth and Development Opportunities:** Gain valuable experience in accounts payable and explore career advancement opportunities within the bank.
- **Remote Work Flexibility:** Enjoy the flexibility of working remotely and create a work-life balance that suits your needs.
- **Competitive Benefits Package:** Receive a competitive salary and benefits package, including health insurance, paid time off, and retirement savings plans.
- **Positive and Collaborative Work Environment:** Work with a supportive and collaborative team that values open communication and teamwork.

Application Process:

To apply for this position, please submit your resume and cover letter online through the HDFC Bank careers portal.

Motivate to Join:

As an Accounts Payable Specialist at HDFC Bank, you'll play a key role in ensuring the smooth financial operations of the bank. You'll have the opportunity to contribute to a dynamic team, learn from experienced professionals, and build a rewarding career in the banking industry.

General Overview:

This position offers a unique opportunity to work remotely for a leading Indian bank. If you're a detail-oriented individual with a strong understanding of accounts payable principles and are looking for a career with a reputable company, we encourage you to apply. We offer a competitive compensation and benefits package, a positive work environment, and the chance to be part of a growing and innovative organization.

If You Want to Get Notification about Various Jobs, Join our WhatsApp Channel Now and Get notified Daily about Latest Jobs



Click to Join

Important Links

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

(adsbygoogle = window.adsbygoogle || []).push({});

(adsbygoogle = window.adsbygoogle || []).push({});