



<https://jobable.govhelp.in/job/yes-bank-recruitment-2024-job-card-back-office-assistant-post/>

Yes Bank Recruitment 2024 – Job Card – Back Office Assistant Post

Hiring organization

Yes Bank

Date posted

January 9, 2024

Valid through

31.08.2024

APPLY NOW

Job Location

India

Remote work from: IND

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Base Salary

USD 12,800 - USD 18,300

Qualifications

Graduate, 12th

Employment Type

Full-time

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Description

Yes Bank Recruitment 2024

Yes Bank is a leading private sector bank in India, committed to providing innovative financial solutions and exceptional customer service. We are a dynamic and growing organization with a strong focus on technology and sustainability. As a Back Office Assistant at Yes Bank, you will be an integral part of our operations, supporting the smooth functioning of our department.

Yes Bank Careers

Responsibilities:

- Assisting with data entry and processing financial transactions.
- Maintaining accurate and up-to-date records of customer accounts and other financial information.
- Preparing reports and presentations for internal and external stakeholders.
- Providing administrative support to team members, including scheduling meetings, managing calendars, and handling travel arrangements.
- Answering customer inquiries and resolving basic issues.
- Ensuring compliance with all relevant banking regulations and procedures.
- Identifying and implementing opportunities for process improvement and cost reduction.

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Yes Bank Jobs near me

Skills:

- Bachelor's degree in any discipline (preferably Commerce, Finance, or Business Administration).
- Excellent computer skills, including proficiency in MS Office Suite and relevant banking software.
- Strong analytical and problem-solving skills.
- Excellent attention to detail and accuracy.
- Strong communication and interpersonal skills, with the ability to work effectively both independently and as part of a team.

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

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