



<https://jobable.govhelp.in/job/yes-bank-recruitment-2024-yes-bank-careers-front-office-coordinator-post/>

Yes Bank Recruitment 2024 – Yes Bank Careers – Front Office Coordinator Post

Hiring organization
Yes Bank

Job Location

India
Remote work from: IND

Date posted
January 10, 2024

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Valid through
31.08.2024

Base Salary

USD 12,200 - USD 20,000

APPLY NOW

Qualifications

Graduate, 12th

Employment Type

Full-time

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Description

Yes Bank Recruitment 2024

As a Front Office Coordinator at Yes Bank, you'll be the welcoming face of the branch, playing a crucial role in ensuring a smooth and efficient customer experience. You'll handle a variety of administrative tasks, from greeting and assisting customers to managing appointments and maintaining branch operations.

Yes Bank Careers

Responsibilities:

- Greet and welcome customers, providing information and assistance as needed.
- Manage customer appointments and schedule meetings with relevant personnel.
- Open and close accounts, process deposits and withdrawals, and handle other basic banking transactions.
- Maintain accurate records and documentation, ensuring compliance with bank regulations.
- Answer incoming calls and emails, directing inquiries to appropriate departments.

- Coordinate with other departments within the branch to ensure smooth workflow.
- Maintain the cleanliness and organization of the front office area.
- Uphold Yes Bank's values of professionalism, customer focus, and integrity.

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Yes Bank Jobs near me

Skills:

- Minimum Bachelor's degree in any discipline or equivalent diploma.
- Excellent communication and interpersonal skills, with the ability to build rapport with diverse individuals.
- Strong organizational and time management skills to handle multiple tasks efficiently.
- Proficiency in computer skills, including MS Office Suite and other relevant software.
- Positive and proactive attitude with a focus on providing exceptional customer service.
- Prior experience in a banking or customer service role is desirable but not

Important Links

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

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