



<https://jobs.govhelp.in/job/hsbc-bank-recruitment-2023-jobs-back-office-admin-post/>

HSBC Bank Recruitment 2023 – Jobs – Back Office Admin Post

Job Location

India
Remote work from: IND

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Base Salary

Rs. 15,000 - Rs. 20,000

Qualifications

Graduate

Employment Type

Full-time

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Description

HSBC Bank Recruitment 2023

HSBC Bank is looking for a passionate and organized Back Office Administrator to join our growing team. The ideal candidate will be a highly motivated and results-oriented individual with excellent administrative and communication skills. You will be responsible for providing a range of administrative support to the back office team, including processing transactions, maintaining records, and managing customer inquiries.

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HSBC Bank Careers

Responsibilities:

- Process transactions and maintain records in accordance with HSBC's policies and procedures
- Manage customer inquiries and provide support to customers
- Prepare and present reports to the back office team
- Perform other administrative tasks as assigned

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HSBC Bank Jobs Near Me

Skills

Hiring organization

HSBC Bank

Date posted

November 21, 2023

Valid through

31.03.2024

APPLY NOW

- Excellent administrative and communication skills
- Ability to work independently and as part of a team
- Strong attention to detail and accuracy
- Proficiency in using computers and office software
- Knowledge of HSBC's products and services (a plus)

Qualifications

- High school diploma or equivalent

Important Links Freshers or 1+ year of experience in a back office role (a plus)

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

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