



<https://jobsareahub.com/jobs/yes-bank-recruitment-2023-freshers-jobs-operations-coordinator-posts/>

Yes Bank Recruitment 2023 – Freshers Jobs – Accounts Payable Posts

Hiring organization
Yes Bank

Job Location

India
Remote work from: IND

Date posted
July 8, 2023

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Valid through
31.12.2023

Base Salary

USD 18,200 - USD 20,500

APPLY NOW

Qualifications

Graduate

Employment Type

Full-time

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Description

Yes Bank Recruitment 2023

The Operations Coordinator is responsible for providing administrative and operational support to the Operations team. This includes tasks such as managing calendars and schedules, processing paperwork, and tracking projects. The Operations Coordinator also provides customer service support to clients and internal stakeholders.

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Yes Bank Careers

Essential Duties and Responsibilities:

- Manage calendars and schedules for the Operations team.
- Process paperwork and documentation related to operations.
- Track projects and deadlines.
- Provide customer service support to clients and internal stakeholders.
- Communicate with other departments and teams to ensure smooth operations.
- Other duties as assigned.

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Yes Bank Jobs Near Me

Skills:

- Excellent attention to detail
- Strong analytical and problem-solving skills
- Proficient in Microsoft Office Suite
- Ability to work independently and as part of a team
- Ability to meet deadlines

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