



<https://govhelp.in/job/dbs-bank-recruitment-2023-work-from-home-data-entry-assistant-post/>

DBS Bank Recruitment 2023 – Work From Home – Data Entry Assistant Post

Hiring organization
DBS Bank

Job Location

India
Remote work from: India

Date posted
April 21, 2023

Valid through
31.12.2025

Base Salary

USD. 11,000 - USD. 16,000

APPLY NOW

Qualifications

Graduate, 12th Pass.

Employment Type

Full-time

Description

DBS Bank Recruitment 2023

The Data Entry Assistant is responsible for performing a variety of administrative and clerical tasks in order to support the efficient operation of the company.

DBS Bank Jobs Near Me

Responsibilities:

- Manage and monitor front office email
- Provide administrative support to the team, including organizing meetings
- Schedule and track appointments
- Handle invoicing and other financial duties
- Maintain inventory of office supplies and equipment

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DBS Bank Careers

Qualifications:

- High school diploma
- At least 2 years of administrative experience
- Familiar with basic accounting principles

Important Links

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