

<https://targetjob.govhelp.in/job/canara-bank-career-office-assistant-post/>

## Canara Bank Career Office Assistant Post

### Job Location

India  
Remote work from: IN

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### Base Salary

USD 22,000 - USD 40,000

### Qualifications

Graduate

### Employment Type

Full-time

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### Description

## Canara Bank Careers For Office Assistant Post

**Position:** Office Assistant

**Location:** Work From Home / On-Site

### About the Job

Canara Bank is looking for a diligent and organized Office Assistant to join our team. This role is perfect for individuals who enjoy administrative work and want to support our banking operations. As an Office Assistant, you will help maintain efficient office functions and provide excellent customer service.

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### Key Responsibilities

- Assist in day-to-day office operations and administrative tasks.
- Manage files, records, and documents to ensure easy access and organization.
- Handle customer inquiries and provide information about bank services.
- Support staff with scheduling appointments and managing calendars.
- Prepare reports and presentations as needed.
- Maintain inventory of office supplies and place orders when necessary.
- Collaborate with other departments to ensure smooth workflow.

### Hiring organization

Canara Bank

### Date posted

September 30, 2024

### Valid through

31.12.2024

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### **Requirements**

- High school diploma or equivalent; additional qualifications in administration are a plus.
- Previous experience as an office assistant or in a similar role is preferred.
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint).
- Strong organizational and multitasking skills.
- Good communication skills and a friendly demeanor.
- Ability to work independently and as part of a team.

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### **Benefits**

- Competitive salary and performance-based bonuses.
- Opportunities for career advancement and professional development.
- Flexible work arrangements and work-from-home options.
- Comprehensive health and wellness benefits.
- A supportive and collaborative work environment.

### **How to Apply**

If you are interested, please apply through our official site. We look forward to your application!

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