

WORK VAPOR

Job Link: <https://workvapor.in/jobs/bank-coordination-executive-wfh-field-operations-%e2%82%b910k-%e2%82%b920k-per-month/>

HIRING ORGANIZATION

Maple Architects and Interiors

EMPLOYMENT TYPE

Full-time

JOB LOCATION

Bilaspur, Chhattisgarh, INDIA

? Remote work from: INDIA

DATE POSTED

? February 16, 2026

BANK COORDINATION EXECUTIVE – WFH, FIELD OPERATIONS

BASE SALARY

INR 10000 - INR 20000

DESCRIPTION

Company: Maple Architects and Interiors

Position: Bank Coordination Executive

Industry: Valuation Services / Banking Coordination

Location: Hybrid (Work from Home + Field Visits in Bilaspur, Chhattisgarh)

Employment Type: Full-time

Salary: ?10,000 – ?20,000 per month (Based on experience & performance)

HR Contact: +91 8861061507

ankitsinha2009@gmail.com

Key Responsibilities:

- Visit bank branches as per schedule
- Collect valuation files and required documents
- Coordinate with branch managers and bank staff
- Follow up pending cases and ensure timely submission
- Maintain visit records, file tracking, and reports

Skills & Eligibility:

- Graduate (Any discipline)
- Strong Hindi communication skills (Basic English preferred)
- Professional appearance and conduct
- Two-wheeler with valid driving license (Mandatory)
- Basic MS Office, Email, WhatsApp knowledge
- Familiar with Bilaspur and nearby areas

Experience:

- 0–3 years (Freshers may apply)
- Banking / finance / field coordination experience preferred

Benefits & Perks:

- Conveyance allowance
- Performance-based incentives

How to Apply

Send your resume or contact on WhatsApp at +91 8861061507 or email ankitsinha2009@gmail.com