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HDFC Bank Careers 2023 – All India Job – Clerk Job

Hiring organization
HDFC Bank

Job Location

India
Remote work from: IND

Date posted
September 14, 2023

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Valid through
31.12.2023

Base Salary

USD 15,000 - USD 19,000

APPLY NOW

Qualifications

Graduate

Employment Type

Full-time

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Description

HDFC Bank Recruitment 2023

The Clerk is responsible for providing customer service, processing transactions, and maintaining records in a retail banking setting. The ideal candidate will be a highly organized and detail-oriented individual with excellent communication and customer service skills.

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HDFC Bank Jobs Near Me

Responsibilities:

- Greet customers and answer their questions about banking products and services.
- Process transactions such as deposits, withdrawals, and transfers.
- Maintain customer records and files.
- Balance cash drawers and reconcile transactions.
- Other customer service and administrative tasks as assigned.

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HDFC Bank Careers

Requirements:

- Excellent communication and customer service skills.
- Proficient in Microsoft Office Suite (Excel, Word, PowerPoint).
- Ability to work independently and as part of a team.

Attention to detail and accuracy.

Important Links

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