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HDFC Bank Careers 2023 – All India Jobs – Clerk Jobs

Job Location

India
Remote work from: IND

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Base Salary

USD 15,000 - USD 19,000

Qualifications

Graduate

Employment Type

Full-time

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Description

HDFC Bank Recruitment 2023

The Clerk is responsible for performing a variety of administrative and clerical tasks in support of the HDFC Bank branch. This includes tasks such as processing transactions, maintaining records, and providing customer service. The ideal candidate will be a highly organized and detail-oriented individual with excellent communication skills.

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HDFC Bank Jobs Near Me

Responsibilities:

- Process transactions such as deposits, withdrawals, and transfers
- Maintain accurate records of all transactions
- Provide customer service to branch customers
- Answer customer questions and resolve customer issues
- Other administrative tasks as needed

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HDFC Bank Careers

Requirements:

- Strong organizational and time management skills

Hiring organization

HDFC Bank

Date posted

August 8, 2023

Valid through

31.12.2023

APPLY NOW

- Excellent written and verbal communication skills
- Proficient in Microsoft Office Suite (Excel, Word, Outlook)

Ability to work independently and as part of a team

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