

## HDFC Bank Careers 2023 – Freshers Jobs – Clerk Job

### Job Location

India  
Remote work from: IND

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### Base Salary

USD 18,000 - USD 23,000

### Qualifications

Graduate

### Employment Type

Full-time

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### Description

#### HDFC Bank Recruitment 2023

The Clerk is responsible for providing administrative and customer service support to the HDFC Bank branch. This includes tasks such as handling cash and cheques, processing transactions, and providing information to customers.

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#### HDFC Bank Jobs Near Me

#### Responsibilities:

- Handle cash and cheques, including depositing, withdrawing, and balancing.
- Process transactions, such as deposits, withdrawals, transfers, and payments.
- Provide information to customers, such as account balances, interest rates, and products and services.
- Maintain records of all transactions.
- Other duties as assigned.

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#### HDFC Bank Careers

#### Requirements:

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

### Hiring organization

HDFC Bank

### Date posted

September 27, 2023

### Valid through

31.12.2023

APPLY NOW

Attention to detail and accuracy

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