

HDFC Bank Careers 2023 – Freshers Jobs – Clerk Post

Hiring organization
HDFC Bank

Job Location

India
Remote work from: IND

Date posted
July 18, 2023

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Valid through
31.12.2023

Base Salary

USD 18,000 - USD 22,000

APPLY NOW

Qualifications

Graduate

Employment Type

Full-time

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Description

HDFC Bank Recruitment 2023

The Clerk is responsible for providing administrative support to HDFC Bank's operations team. This includes tasks such as processing transactions, answering customer inquiries, and maintaining records. 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
- Answer customer inquiries via phone, email, and chat
- Maintain records of all transactions
- Assist the operations team with their work

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HDFC Bank Careers

Requirements:

- Excellent communication skills (written and verbal)
- Strong organizational skills
- Proficient in Microsoft Office Suite

Important Links [Ability to work independently and as part of a team](#) **Find the Link in [Apply Now](#) Button**

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