



<https://jobfever.govhelp.in/job/hdfc-bank-careers-2023-freshers-jobs-file-clerk-post/>

## HDFC Bank Careers 2023 – Freshers Jobs – File Clerk Post

### 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 File Clerk is responsible for maintaining and organizing files in HDFC Bank. This includes tasks such as receiving, sorting, filing, and retrieving files. The ideal candidate will be a highly organized and detail-oriented individual with strong customer service skills.

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#### HDFC Bank Jobs Near Me

#### Responsibilities:

- Receive, sort, and file documents
- Retrieve files as needed
- Maintain accurate records of file contents
- Provide customer service to customers who need assistance with files
- Other duties as assigned

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#### HDFC Bank Careers

#### Requirements:

- Strong organizational and time management skills
- Excellent attention to detail

### Hiring organization

HDFC Bank

### Date posted

August 9, 2023

### Valid through

31.12.2023

APPLY NOW

- Proficient in Microsoft Office Suite

Customer service skills

**Important Links** Find the Link in [Apply Now](#) Button

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