



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

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

### Job Location

India  
Remote work from: IND

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### Base Salary

USD 18,000 - USD 25,000

### Qualifications

Graduate

### Employment Type

Full-time

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### Description

#### HDFC Bank Recruitment 2023

We are looking for a highly motivated and organized File Clerk to join our team. The ideal candidate will have a strong attention to detail and be able to maintain and organize files efficiently.

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#### HDFC Bank Jobs Near Me

#### Responsibilities:

- Receive, sort, and file documents
- Create and maintain filing systems
- Retrieve files as needed
- Perform other administrative tasks as assigned

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#### HDFC Bank Careers

#### Requirements:

- Strong attention to detail
- Excellent organizational skills
- Proficient in Microsoft Office Suite
- Ability to work independently and as part of a team

### Hiring organization

HDFC Bank

### Date posted

July 17, 2023

### Valid through

31.12.2023

APPLY NOW

## Important Links

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

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