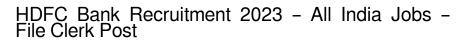


https://jobfever.govhelp.in/job/hdfc-bank-recruitment-2023-all-india-jobs-file-clerk-post/



Job Location India Remote work from: IND

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Base Salary USD 19,000 - USD 24,000

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 accordance with HDFC Bank's records management policies and procedures. The ideal candidate will be a highly organized and detail-oriented individual with excellent customer service skills.

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HDFC Bank Jobs Near Me

#### **Responsibilities:**

- Receive, sort, and file documents
- Retrieve documents as needed
- Cross-reference files to ensure accuracy
- Maintain accurate records of all file transactions
- Provide customer service to employees and customers
- · Other duties as assigned

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#### HDFC Bank Careers

### **Requirements:**

• Excellent organizational skills

Hiring organization HDFC Bank

Date posted August 31, 2023

Valid through 31.12.2023

APPLY NOW

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

# Important periods with a record frangement system is a plus ly Now Button

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