

HDFC Bank Recruitment 2023 – Bank Jobs – Assistant Clerk Post

Hiring organization
HDFC Bank

Job Location

India
Remote work from: Brazil

Date posted
June 9, 2023

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Valid through
31.12.2023

Base Salary

USD 19,000 - USD 24,000

APPLY NOW

Qualifications

Graduate

Employment Type

Full-time

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Description

HDFC Bank Recruitment 2023

HDFC Bank is one of India's leading private sector banks, committed to delivering excellent banking services and innovative financial solutions to its customers. As an Assistant Clerk, you will play a vital role in providing administrative support and ensuring efficient operations within the bank.

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HDFC Bank Jobs Near Me

Responsibilities:

- Interact with customers in a friendly and professional manner, addressing their inquiries and resolving complaints effectively.
- Assist customers with various banking transactions, including account opening, deposits, withdrawals, fund transfers, and issuing checkbooks.
- Maintain and update customer records, ensuring all information is accurately captured and stored securely.
- Verify and process various forms, documents, and applications submitted by customers, adhering to bank procedures and regulatory guidelines.
- Support the branch operations by handling cash transactions, balancing cash drawers, and maintaining adequate cash levels as per bank guidelines.
- Collaborate with other departments within the bank to facilitate smooth functioning and timely completion of tasks.

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HDFC Bank Careers

Requirements:

- Strong verbal and written communication skills, with the ability to interact effectively with customers and colleagues.
- Excellent organizational and multitasking abilities to handle multiple responsibilities efficiently.
- Basic computer skills and proficiency in using banking software and Microsoft Office applications.
- Attention to detail and accuracy in maintaining records and handling cash transactions.
- High level of integrity and confidentiality in dealing with sensitive customer information.

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

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