

HDFC Bank Recruitment 2023 – Bank Jobs – File Clerk Post

Hiring organization
HDFC Bank

Job Location

India
Remote work from: Brazil

Date posted
May 31, 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

HDFC Bank, a leading private sector bank, is seeking a detail-oriented and organized File Clerk to join our team. As a File Clerk, you will be responsible for maintaining accurate and efficient filing systems, managing documents, and supporting administrative tasks within the bank. This role requires strong attention to detail, organizational skills, and the ability to handle confidential information with professionalism.

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HDFC Bank Jobs Near Me

Responsibilities:

1. Document Management: Organize and maintain physical and electronic filing systems to ensure efficient document retrieval and storage. Sort and file documents according to established procedures, including invoices, agreements, customer records, and other important paperwork. Ensure proper indexing, labeling, and categorization of files for easy access and retrieval.
2. Records Maintenance: Monitor and update records, ensuring accuracy, completeness, and compliance with internal policies and regulatory requirements. Conduct regular audits to identify missing or misplaced documents, resolve discrepancies, and ensure data integrity. Assist in record retention and disposal processes in accordance with bank policies and legal guidelines.
3. Administrative Support: Provide general administrative support to the team, including scanning, photocopying, and distributing documents as needed. Assist in data entry tasks, document preparation, and correspondence. Collaborate with team members to ensure smooth workflow and timely

completion of tasks.

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HDFC Bank Careers

Requirements:

1. **Attention to Detail:** Meticulous attention to detail to accurately handle and organize a large volume of documents. Strong organizational skills to maintain filing systems efficiently and ensure data accuracy.
2. **Time Management:** Ability to prioritize tasks and manage time effectively to meet deadlines and handle multiple assignments simultaneously. Strong follow-up skills to track document requests and ensure timely completion.
3. **Confidentiality:** Ability to handle sensitive and confidential information with utmost professionalism and maintain strict confidentiality. Adherence to data protection and privacy policies.

Important Links

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

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