

## HDFC Bank Recruitment 2023 – Bank Jobs – Free Job Alert – Customer Service Executive Posts

**Hiring organization**  
HDFC Bank

### Job Location

India  
Remote work from: India

**Date posted**  
May 17, 2023

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**Valid through**  
31.12.2023

### Base Salary

USD 18,000 - USD 20,000

APPLY NOW

### Qualifications

Graduate

### Employment Type

Full-time

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### Description

#### HDFC Bank Recruitment 2023

We are seeking a highly motivated and customer-focused individual to join our team as a Customer Service Executive at HDFC Bank. As a Customer Service Executive, you will be the first point of contact for our valued customers, providing excellent service and addressing their inquiries and concerns.

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#### HDFC Bank Jobs Near Me

#### Responsibilities:

1. Customer Support: Serve as the primary point of contact for customers, addressing their queries, requests, and concerns promptly and professionally. Provide accurate and timely information regarding bank products, services, policies, and procedures. Offer personalized assistance to ensure a positive customer experience and build long-term relationships.
2. Problem Resolution: Identify and resolve customer issues, complaints, and disputes in a courteous and efficient manner. Gather relevant information, analyze the situation, and offer appropriate solutions or escalate the matter to the relevant department for further assistance. Demonstrate empathy and patience while addressing customer concerns to ensure their satisfaction and loyalty.
3. Relationship Management: Build and maintain strong relationships with customers by actively engaging with them and understanding their financial needs. Proactively identify opportunities to promote bank products and services that align with customer requirements. Collaborate with cross-functional teams to provide comprehensive solutions and support to customers.

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#### HDFC Bank Careers

#### Requirements:

1. **Excellent Communication Skills:** Strong verbal and written communication skills to interact effectively with customers and colleagues. Ability to convey complex information in a clear and concise manner. Active listening skills to understand customer needs and provide appropriate solutions.
2. **Customer Service Orientation:** Customer-centric mindset with a genuine passion for helping others. Ability to remain calm and composed in challenging situations. Strong problem-solving and conflict resolution skills to handle customer complaints and difficult conversations.
3. **Teamwork and Collaboration:** Ability to work collaboratively with colleagues across departments to ensure seamless customer service delivery. Willingness to share knowledge, support team members, and contribute to a positive work environment.

#### Important Links

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

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