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## HDFC Bank Recruitment 2023 – HDFC Bank Careers – File Clerk Post

**Hiring organization**  
HDFC Bank

### Job Location

India  
Remote work from: IND

**Date posted**  
August 23, 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

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

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

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