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HDFC Bank Recruitment 2023 – HDFC Bank Jobs – File Clerk Post

Hiring organization
HDFC Bank

Job Location

India
Remote work from: IND

Date posted
August 24, 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

Important Links Experience with a records management system is a plus **Find the Link in [Apply Now](#) Button**

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