

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

Hiring organization
HDFC Bank

Job Location

India
Remote work from: IND

Date posted
July 10, 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 is looking for a File Clerk to join our team. The ideal candidate will be a highly motivated and detail-oriented individual with excellent organizational skills. The File Clerk will be responsible for maintaining and organizing files, as well as providing customer service.

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HDFC Bank Jobs Near Me

Responsibilities:

- Receive, sort, and file documents
- Retrieve documents as needed
- Maintain filing systems
- Provide customer service
- Other duties as assigned

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HDFC Bank Careers

Requirements:

- Excellent organizational skills
- Attention to detail
- Ability to work independently and as part of a team
- Proficient in Microsoft Office Suite

Experience with filing systems

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

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