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ICICI Bank Careers 2023 – 2+ Years Exp – Free Job Alert – Clerk Jobs

Hiring organization
ICICI Bank

Job Location

India
Remote work from: Brazil

Date posted
May 27, 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

ICICI Bank Recruitment 2023

ICICI Bank, one of India's leading banks, is seeking a diligent and organized Clerk to join our team. As a Clerk, you will play a crucial role in providing administrative and operational support within the bank. This position requires attention to detail, excellent organizational skills, and the ability to handle multiple tasks efficiently.

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ICICI Bank Jobs Near Me

Responsibilities:

1. Customer Assistance: Serve as the first point of contact for customers, providing assistance and addressing inquiries in a friendly and professional manner. Handle routine customer transactions, such as cash deposits and withdrawals, check encashment, and account inquiries. Ensure compliance with banking regulations and policies.
2. Document Processing: Process various banking documents, including account opening forms, loan applications, and account closure requests. Verify the accuracy and completeness of documents, ensuring compliance with internal procedures and regulatory requirements. Maintain accurate records and update customer information as necessary.
3. Administrative Support: Assist in general administrative tasks, including data entry, filing, and maintaining office supplies. Prepare reports, presentations, and correspondence as required. Collaborate with team

members to ensure smooth workflow and timely completion of tasks.

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ICICI Bank Careers

Requirements:

1. Attention to Detail: Meticulous attention to detail to accurately process and verify documents. Strong organizational skills to manage paperwork efficiently and maintain data accuracy.
2. Customer Service: Excellent customer service skills with the ability to assist customers effectively and resolve their queries. Strong interpersonal skills to build rapport with customers and provide a positive banking experience.
3. Time Management: Ability to prioritize tasks, manage time effectively, and handle multiple assignments simultaneously. Strong follow-up skills to ensure timely completion of tasks and meet deadlines.

Important Links

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

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