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## ICICI Bank Careers 2023 – Bank Jobs – Assistant Clerk Posts

**Hiring organization**  
ICICI Bank

### Job Location

India  
Remote work from: IND

**Date posted**  
June 23, 2023

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**Valid through**  
31.12.2023

### Base Salary

USD 18,000 - USD 22,300

APPLY NOW

### Qualifications

Graduate

### Employment Type

Full-time

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### Description

#### ICICI Bank Recruitment 2023

The Assistant Clerk is responsible for providing administrative support to the ICICI Bank branch. This includes tasks such as data entry, customer service, and document processing. The ideal candidate will have strong organizational and attention to detail skills, as well as the ability to work independently and as part of a team.

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#### ICICI Bank Jobs Near Me

#### Responsibilities:

- Enter data into ICICI Bank's systems.
- Respond to customer inquiries via phone, email, and chat.
- Process documents such as account opening forms, loan applications, and check requests.
- Maintain accurate records of all transactions.
- Other administrative tasks as assigned.

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#### ICICI Bank Careers

#### Requirements:

- Strong organizational and attention to detail skills.
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint).
- Excellent customer service skills.

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

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