



<https://jobfever.govhelp.in/job/icici-bank-careers-2023-bank-jobs-clerk-posts/>

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

### Job Location

India  
Remote work from: Brazil

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### Base Salary

USD 18,000 - USD 22,000

### 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.

### Hiring organization

ICICI Bank

### Date posted

June 13, 2023

### Valid through

31.12.2023

APPLY NOW

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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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