



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

ICICI Bank Careers 2023 – Free Job Alert – Clerk Posts

Job Location

India
Remote work from: India

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Base Salary

USD 18,000 - USD 22,300

Qualifications

Graduate

Employment Type

Full-time

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Description

ICICI Bank Recruitment 2023

We are looking for detail-oriented and organized individuals to join our team as Clerks at ICICI Bank. As a Clerk, you will be responsible for performing a range of administrative tasks to support the efficient operations of the bank. Your attention to detail, accuracy, and ability to handle sensitive information will contribute to maintaining high standards of service and customer satisfaction.

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ICICI Bank Jobs Near Me

Responsibilities:

- Process account opening and closure requests accurately and efficiently.
- Assist customers in conducting various transactions, such as deposits, withdrawals, and fund transfers.
- Ensure compliance with bank policies and procedures during all transactions.
- Greet and assist customers in a friendly and professional manner.
- Respond to customer inquiries and provide information on bank products and services.
- Resolve customer complaints or concerns promptly and escalate complex issues when necessary.
- Prepare and maintain various documents, including account forms and transaction records.

Hiring organization

ICICI Bank

Date posted

June 8, 2023

Valid through

31.12.2023

APPLY NOW

- Verify and validate customer information and documentation.
- Accurately enter and update customer data into the bank's computer systems.

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ICICI Bank Careers

Requirements:

- Strong attention to detail and accuracy in data entry and documentation.
- Excellent verbal and written communication skills.
- Customer service orientation and the ability to handle customer interactions professionally.
- Basic knowledge of banking processes and products.
- Proficient in using computer systems and MS Office applications.
- Ability to multitask and prioritize tasks effectively.
- Strong organizational and time management skills.

Important Links Ethical behavior and respect for confidentiality. **Find the Link in [Apply Now](#) Button**

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