ICICI Bank Careers 2023 – Free Job Alert – Peon Posts

Job Location
India
Remote work from: Brazil

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Base Salary
USD 18,000 - USD 22,000

Qualifications
12th/Graduate

Employment Type
Full-time

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Hiring organization
ICICI Bank

Date posted
June 13, 2023

Valid through
31.12.2023

APPLY NOW

Description

ICICI Bank Recruitment 2023

We are seeking a reliable and dedicated individual to join our team at ICICI Bank as a Peon. As a Peon, you will play an important role in maintaining the cleanliness and functionality of our office premises, as well as providing general support to the staff. This position requires a responsible and organized individual who can effectively manage various tasks and contribute to a positive and professional work environment.

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ICICI Bank Jobs Near Me

Responsibilities:

- Ensure the cleanliness and tidiness of the office premises, including reception areas, meeting rooms, and common areas.
- Assist in organizing and arranging office furniture, equipment, and supplies.
- Assist in carrying out various administrative tasks, such as photocopying, scanning, and filing documents.
- Handle and distribute incoming and outgoing mail and packages.
- Serve as a messenger for interdepartmental communication, delivering documents and messages as required.
- Coordinate with external vendors for office-related services, such as cleaning, repairs, and maintenance.

ICICI Bank Careers

Requirements:

- Good communication skills, both verbal and written.
- Basic knowledge of office maintenance and cleanliness practices.
- Ability to follow instructions and work independently with minimal supervision.
- Strong organizational skills and attention to detail.
- Physical stamina and the ability to perform tasks that involve lifting and moving objects.
- Proficiency in the local language(s) is preferred.

Important Links **Find the Link in** Apply Now **Button**