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ICICI Bank Careers 2023 – Freshers Jobs – Assistant Clerk Posts

Hiring organization
ICICI Bank

Job Location

India
Remote work from: IND

Date posted
July 13, 2023

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Valid through
31.12.2023

Base Salary

USD 18,000 - USD 22,300

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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.

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