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ICICI Bank Careers 2023 – Job Alerts – Assistant Clerk Post

Hiring organization
ICICI Bank

Job Location

India
Remote work from: IND

Date posted
October 6, 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

ICICI Bank is looking for a highly motivated and detail-oriented Assistant Clerk to join our Operations team. As an Assistant Clerk, you will be responsible for a variety of tasks, including processing customer transactions, maintaining records, and providing administrative support to our team members.

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ICICI Bank Jobs Near Me

Responsibilities:

- Process customer transactions, such as deposits, withdrawals, and transfers
- Maintain customer records, such as accounts and statements
- Provide administrative support to team members, such as preparing presentations and managing correspondence
- Assist with other tasks as needed

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ICICI Bank Careers

Requirements:

- Strong organizational and time management skills

- Excellent communication and interpersonal skills
- Ability to work independently and as part of a team
- Attention to detail and accuracy

Proficiency in Microsoft Office Suite

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

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