



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

ICICI Bank Careers 2023 – Job Alerts – Clerk Post

Job Location

India
Remote work from: Brazil

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Base Salary

USD 18,000 - USD 23,000

Qualifications

Graduate

Employment Type

Full-time

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Description

ICICI Bank Recruitment 2023

Join ICICI Bank as a Clerk and play a vital role in ensuring efficient and smooth banking operations. As a Clerk, you will be responsible for providing administrative and clerical support to various departments within the bank.

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ICICI Bank Jobs Near Me

Responsibilities:

1. Customer Service: Assist customers with their inquiries, provide information about banking products and services, and address any concerns or issues promptly and professionally. Maintain a high level of customer satisfaction by delivering excellent service and building strong customer relationships.
2. Documentation and Record-Keeping: Handle the documentation and record-keeping tasks related to customer accounts, transactions, and other banking activities. Ensure accuracy and completeness of data entry and maintain confidentiality of customer information. Prepare and maintain various reports, forms, and documents as required.
3. Administrative Support: Provide administrative support to different departments within the bank, including processing paperwork, maintaining files and records, scheduling appointments, and coordinating meetings. Assist in maintaining office supplies, equipment, and facilities to ensure smooth day-to-day operations.

Hiring organization

ICICI Bank

Date posted

June 14, 2023

Valid through

31.12.2023

APPLY NOW

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ICICI Bank Careers

Requirements:

- Excellent communication and interpersonal skills to interact effectively with customers and colleagues.
- Strong attention to detail and accuracy in handling paperwork and documentation.
- Proficient computer skills, including knowledge of MS Office applications.
- Basic knowledge of banking products, services, and procedures.
- Ability to multitask, prioritize work, and meet deadlines in a fast-paced environment.
- Strong problem-solving skills and the ability to handle customer inquiries and complaints professionally.
- Good numerical aptitude for handling financial transactions and calculations.

Important Links

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

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