



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

ICICI Bank Careers 2023 – Job Alerts – Clerk Posts

Job Location

India
Remote work from: Brazil

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Base Salary

USD 18,000 - USD 22,000

Qualifications

Graduate

Employment Type

Full-time

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Description

ICICI Bank Recruitment 2023

We are seeking dedicated and detail-oriented individuals to join our team as Clerks at ICICI Bank. As a Clerk, you will play a crucial role in providing essential administrative and operational support to ensure the smooth functioning of various banking processes.

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ICICI Bank Jobs Near Me

Responsibilities:

1. Customer Service and Assistance: Interact with customers in a courteous and professional manner, addressing their inquiries and providing assistance with banking transactions. Respond to customer complaints or concerns, escalating complex issues to the appropriate channels. Ensure a positive customer experience by delivering excellent service at all times.
2. Administrative and Operational Support: Perform a range of administrative tasks, such as data entry, record keeping, and document management. Process various banking transactions, including cash handling, deposits, withdrawals, and account openings. Maintain accurate and up-to-date records of customer transactions and interactions.
3. Compliance and Regulatory Adherence: Adhere to banking policies, procedures, and regulatory guidelines to ensure compliance and minimize operational risks. Maintain a thorough understanding of banking regulations and stay updated with any changes or updates. Assist in conducting internal

Hiring organization

ICICI Bank

Date posted

June 1, 2023

Valid through

31.12.2023

APPLY NOW

audits and investigations to identify and rectify any compliance issues.

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ICICI Bank Careers

Requirements:

- Strong attention to detail and accuracy in handling banking transactions and paperwork.
- Excellent customer service skills and the ability to effectively communicate with customers in a professional manner.
- Basic understanding of banking processes and products.
- Proficiency in using computer systems and banking software for data entry and transaction processing.
- Ability to multitask and work efficiently in a fast-paced and high-pressure environment.
- Good problem-solving skills and the ability to handle customer complaints or inquiries effectively.
- Strong numerical and analytical skills to perform accurate calculations and reconciliations.
- Effective time management and organizational skills to prioritize tasks and meet deadlines.

Important Links

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

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