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ICICI Bank Recruitment 2023 – Bank Jobs – Assistant Clerk Job

Hiring organization
ICICI Bank

Job Location

India
Remote work from: IND

Date posted
September 7, 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

The Assistant Clerk is responsible for providing administrative support to the branch staff. The ideal candidate will be a detail-oriented and organized individual with strong customer service skills.

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ICICI Bank Jobs Near Me

Responsibilities:

- Answering phones and responding to customer inquiries
- Processing customer transactions, such as deposits, withdrawals, and transfers
- Filing and maintaining records
- Preparing reports and presentations
- Other administrative tasks as assigned

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ICICI Bank Careers

Requirements:

- Strong communication and interpersonal skills
- Excellent customer service skills

- Proficient in Microsoft Office Suite
- Attention to detail

Ability to work independently and as part of a team

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

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