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ICICI Bank Recruitment 2023 - Freshers Jobs - File Clerk Job

Job Location

India

Remote work from: IND

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Base Salary

USD 23,000 - USD 28,300

Qualifications

Graduate

Employment Type

Full-time

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Description

ICICI Bank Recruitment 2023

We are looking for a highly motivated and detail-oriented File Clerk to join our team. The ideal candidate will have strong organizational and customer service skills, and be able to work independently and as part of a team.

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ICICI Bank Jobs Near Me

Responsibilities:

- Receive, sort, and file documents
- · Maintain filing systems
- Retrieve documents as needed
- · Create and maintain filing records
- Other duties as assigned

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ICICI Bank Careers

Requirements:

- · Strong organizational skills
- Excellent customer service skills
- · Proficient in Microsoft Office Suite

Hiring organization

ICICI Bank

Date posted

August 29, 2023

Valid through

31.12.2023

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