

Axis Bank Recruitment 2023 – Axis Bank Careers – Clerk Posts

Hiring organization

Axis Bank

Job Location

Bengaluru, Karnataka, India
Remote work from: India

Date posted

February 22, 2023

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Valid through

31.12.2025

Base Salary

Rs. 15,000 - Rs. 18,000

APPLY NOW

Qualifications

Graduate

Employment Type

Full-time

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Description

Axis Bank Recruitment 2023

The clerk is responsible for the day-to-day operations of the office and provides clerical and administrative support to the managers and employees.

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Responsibilities:-

- greeting and directing visitors
- sorting and distributing mail
- preparing and sorting documents for scanning or faxing
- filing and retrieving documents
- maintaining office equipment

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Skills:

- Strong communication skills

Important Links

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