

## Axis Bank Recruitment 2023 – Axis Bank Jobs – Office Clerk Post

### Hiring organization

Axis Bank

### Job Location

Bengaluru, Karnataka, India

Remote work from: India

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### Base Salary

Rs. 15,000 - Rs. 18,000

### Date posted

March 16, 2023

### Valid through

31.12.2025

APPLY NOW

### Qualifications

Graduate

### Employment Type

Full-time

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### Description

## Axis Bank Recruitment 2023

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

### Jobs Near Me

#### 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

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

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