

HDFC Bank Careers 2023 – Jobs Near Me – Assistant Clerk Posts

Hiring organization
HDFC Bank

Job Location

Mumbai, Maharashtra, India
Remote work from: India

Date posted
March 6, 2023

(adsbygoogle = window.adsbygoogle || []).push({});

Valid through
31.12.2025

Base Salary

Rs. 11,000 - Rs. 17,000

APPLY NOW

Qualifications

Graduate

Employment Type

Full-time

(adsbygoogle = window.adsbygoogle || []).push({});

(adsbygoogle = window.adsbygoogle || []).push({});

Description

HDFC Bank Recruitment 2023

The Assistant Clerk will provide clerical and administrative support to the Registry Manager.

Jobs Near Me

Responsibilities:

- Prepare legal documents for filing with the court registry
- Maintain accurate and up-to-date files
- Data entry

(adsbygoogle = window.adsbygoogle || []).push({});

HDFC Bank Careers

Skills:

Strong computer skills, including experience with Microsoft Office Suite

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

(adsbygoogle = window.adsbygoogle || []).push({});

(adsbygoogle = window.adsbygoogle || []).push({});

