

## HDFC Bank Recruitment 2023 – Private Jobs – Clerk Post

**Hiring organization**  
HDFC Bank

### Job Location

Mumbai, Maharashtra, India  
Remote work from: India

**Date posted**  
May 10, 2023

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**Valid through**  
31.12.2023

### Base Salary

Rs. 16,000 - Rs. 20,000

APPLY NOW

### Qualifications

Graduate

### Employment Type

Full-time

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### Description

## HDFC Bank Recruitment 2023

The Clerk will be responsible for providing administrative and clerical support to the Clerk's Office.

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### Jobs Near Me

#### Responsibilities:

- Assist the Clerk's Office in the management of files
- Prepare documents for filing and for public inspection
- Answer phones and provide customer service to members of the public

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#### HDFC Bank Careers

#### Skills:

- Strong communication and interpersonal skills

- Excellent organizational skills

Basic computer skills

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

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