

HDFC Bank Jobs 2023 – Bank Jobs – Front Office Executive Post

Hiring organization
HDFC Bank

Job Location

Mumbai, Maharashtra, India
Remote work from: India

Date posted
February 17, 2023

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Valid through
31.12.2025

Base Salary

Rs. 10,000 - Rs. 20,000

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Qualifications

12th, Graduate

Employment Type

Full-time

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Description

HDFC Bank Recruitment 2023

The front office executive is responsible for greeting and welcoming clients and guests to the company.

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Responsibilities:

Greet clients and guests as they enter the company

Answer phones and direct calls to the appropriate person

Handle customer inquiries

Provide customer service

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HDFC Bank Careers

Skills:

High school diploma

Familiarity with office equipment and software

Strong customer service skills

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

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