

## HDFC Bank Jobs 2023 – Bank Jobs – Front Office Executive Posts

**Hiring organization**  
HDFC Bank

### Job Location

Mumbai, Maharashtra, India  
Remote work from: India

**Date posted**  
February 11, 2023

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**Valid through**  
31.12.2025

### Base Salary

Rs. 10,000 - Rs. 20,000

APPLY NOW

### Qualifications

12th, Graduate

### Employment Type

Full-time

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### Description

## HDFC Bank Recruitment 2023

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

### Jobs Near Me

#### 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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