

HDFC Bank Recruitment 2023 – Bank Jobs – Assistant Clerk Jobs

Hiring organization
HDFC Bank

Job Location

Mumbai, Maharashtra, India
Remote work from: India

Date posted

February 23, 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 Assistant Clerk will be responsible for providing administrative and clerical support to the Clerk's Office.

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

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