

HDFC Bank Recruitment 2023 – Bank Jobs – Assistant Clerk Posts

Hiring organization
HDFC Bank

Job Location

Maharashtra, India
Remote work from: India

Date posted
January 9, 2023

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Valid through
31.12.2025

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 Assistant Clerk is responsible for a variety of clerical and administrative support tasks in the office.

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Responsibilities:

- Prepare correspondence, memos, and other documents
- File and maintain records
- Provide administrative support to department staff

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HDFC Bank Careers

Skills:

- At least 1 year of experience in a clerical or administrative role
- Proficient in Microsoft Office software

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

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