

HDFC Bank Recruitment 2023 – Bank Jobs – Clerk Posts

Hiring organization
HDFC Bank

Job Location

Maharashtra, India
Remote work from: India

Date posted
January 5, 2023

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Valid through
31.12.2025

Base Salary

Rs. 16,000 - Rs. 18,000

APPLY NOW

Qualifications

Graduate

Employment Type

Full-time

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Description

HDFC Bank Recruitment 2023

The primary role of a Clerk is to assist in the efficient and accurate operation of an office or organization.

Jobs Near Me

This can involve a variety of tasks, such as filing and organizing documents, typing up memos, managing databases, responding to customer inquiries, conducting research, and providing administrative support to management. Clerks must be detail-oriented and possess excellent organizational, communication, and customer service skills.

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HDFC Bank Careers

They must also be able to work independently and be comfortable with using various computer programs and software. Furthermore, having a basic understanding of accounting practices and procedures is highly advantageous, as it can help with completing financial tasks.

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

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