

HDFC Bank Recruitment 2023 – Bank Jobs – File Clerk Posts

Hiring organization
HDFC Bank

Job Location

Maharashtra, India
Remote work from: India

Date posted
January 7, 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 file clerk is responsible for organizing and maintaining files in a business setting.

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Responsibilities:

- Organize and maintain files
- Retrieve files as needed
- Maintain an organized system for tracking all corporate files
- Keep track of new and existing files

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HDFC Bank Careers

Skills:

- Knowledge of Microsoft Office Suite, particularly Excel
- Strong attention to detail and excellent organizational skills
- Ability to keep track of numerous files simultaneously

Important Links

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

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