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HDFC Bank Recruitment 2023 – Clerk Post

Job Location

Mumbai, Maharashtra, India
Remote work from: India

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Base Salary

Rs. 10,000 - Rs. 20,000

Qualifications

12th, Graduate

Employment Type

Full-time

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Description

HDFC Bank Recruitment 2023

The clerk is responsible for providing clerical and administrative support to the department.

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Responsibilities:

- Sort and distribute mail
- Answer phones and take messages
- Update and maintain department records
- Schedule appointments

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HDFC Bank Careers

Skills:

Basic knowledge of computers and software programs.

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

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Hiring organization

HDFC Bank

Date posted

February 4, 2023

Valid through

31.12.2025

APPLY NOW

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