

HDFC Bank Recruitment 2023 – Freshers Jobs – Clerk Posts

Hiring organization
HDFC Bank

Job Location

Maharashtra, India
Remote work from: India

Date posted
January 6, 2023

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Valid through
31.12.2025

Base Salary

Rs. 15,000 - Rs. 18,000

APPLY NOW

Qualifications

Graduate

Employment Type

Full-time

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Description

HDFC Bank Recruitment 2023

A Clerk is responsible for performing a variety of clerical and administrative duties within an organization.

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Typical responsibilities of a Clerk include managing office supplies, filing documents, handling mail, answering phone calls, taking notes, scheduling appointments, maintaining records, and providing customer service. They must be organized and efficient, and be able to prioritize tasks and handle multiple tasks at once.

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HDFC Bank Careers

They must also be familiar with computer software, such as Microsoft Office, to complete various administrative tasks. Additionally, a Clerk is often the first contact for customers and clients, so the ability to communicate clearly and courteously is essential.

Important Links

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

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