

HDFC Bank Recruitment 2023 – Jobs Near Me – Bank Clerk Post

Hiring organization
HDFC Bank

Job Location

Mumbai, Maharashtra, India
Remote work from: India

Date posted
March 11, 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 Bank Clerk is responsible for performing general office support tasks and providing administrative assistance to management and other staff as required.

Jobs Near Me

Responsibilities:

- Answer phones and provide customer service
- Assist with the preparation of letters, reports, and other documents
- Maintain electronic and paper filing systems
- Coordinate and schedule appointments

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HDFC Bank Careers

Skills:

- Strong computer skills, including proficiency in Microsoft Office Suite

Excellent communication and customer service skills

Important Links

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

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