

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

**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

12th, Graduate

### Employment Type

Full-time

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### Description

## HDFC Bank Recruitment 2023

The 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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