

HDFC Bank Recruitment 2023 – Jobs Near Me – Clerk Post

Hiring organization
HDFC Bank

Job Location

Mumbai, Maharashtra, India
Remote work from: India

Date posted
February 23, 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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