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HDFC Bank Recruitment 2023 – Vacancy Job Alert – Clerk Post

Job Location

India
Remote work from: IND

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Base Salary

Rs. 18,000 - Rs. 23,000

Qualifications

Graduate

Employment Type

Full-time

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Description

HDFC Bank Recruitment 2023

The Clerk is responsible for providing administrative support to the HDFC Bank branch. This includes tasks such as processing customer transactions, maintaining records, and providing customer service. The ideal candidate will be organized, detail-oriented, and have excellent customer service skills.

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HDFC Bank Jobs Near Me

Responsibilities:

- Process customer transactions, such as deposits, withdrawals, and transfers.
- Maintain customer records, such as account balances and transaction history.
- Provide customer service to customers, both in person and over the phone.
- Other clerk duties as assigned.

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Hiring organization

HDFC Bank

Date posted

September 12, 2023

Valid through

31.12.2023

APPLY NOW

HDFC Bank Careers

Skills:-

- Strong organizational skills
- Excellent customer service skills, both written and verbal
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint)

Important Links Ability to work independently and as part of a team

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

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