



<https://jobquest.jobsworld.com/job/icici-bank-recruitment-2023-jobs-near-me-office-clerk-post/>

ICICI Bank Recruitment 2023 – Jobs Near Me – Office Clerk post

Hiring organization

ICICI Bank

Date posted

February 21, 2023

Valid through

31.12.2025

APPLY NOW

Job Location

India

Remote work from: India

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Base Salary

Rs. 22,000 - Rs. 29,000

Qualifications

12th Passed/Graduate

Employment Type

Full-time

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Description

ICICI Bank Recruitment 2023

The Office Clerk is responsible for keeping the office organized and running smoothly.

Duties may include: answering phones, handling mail, ordering and stocking supplies, and other general office tasks.

Jobs For Freshers

The ideal candidate will have excellent organizational skills, be able to stay calm under pressure, and be able to multitask.

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Work From Home

Responsibilities:

- Answer phones and greet visitors
- Handle mail and deliveries
- Order and stock office supplies
- Perform other general office tasks as needed

Qualifications:

- High school diploma or equivalent
- Strong organizational skills
- Ability to stay calm under pressure
- Ability to multitask

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

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