

HDFC Bank Recruitment 2023 – Jobs Near Me – Administrative Assistant Post

Hiring organization
HDFC Bank

Job Location

India
Remote work from: India

Date posted
August 7, 2023

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Valid through
26.01.2024

Base Salary

USD 18,000 - USD 25,000

APPLY NOW

Qualifications

Graduate

Employment Type

Full-time

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Description

HDFC Bank Recruitment 2023

The Administrative Assistant provides administrative support to the Branch Manager and other members of the branch team. This includes a variety of tasks, such as:

- Answering phones and responding to emails
- Scheduling appointments and managing calendars
- Preparing and distributing reports

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HDFC Bank Jobs Near Me

Responsibilities:

- Provide administrative support to the Branch Manager and other members of the branch team
- Answer phones and respond to emails
- Schedule appointments and manage calendars
- Prepare and distribute reports
- Process paperwork and file documents
- Provide customer service
- Other duties as assigned

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HDFC Bank Careers

Skills:

- Excellent written and verbal communication skills
- Proficient in Microsoft Office Suite
- Ability to work independently and as part of a team
- Strong organizational and time management skills
- Ability to maintain confidentiality

Qualifications:

- High school diploma or equivalent
- 1-2 years of experience in a similar role
- Excellent customer service skills
- Ability to work independently and as part of a team
- Strong organizational and time management skills

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