HDFC Bank Recruitment 2023 – Jobs Near Me – Front Desk Manager Post

Hiring organization
HDFC Bank

Date posted
August 23, 2023

Valid through
31.12.2023

APPLY NOW

Job Location
India
Remote work from: India

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Base Salary
USD 18,000 - USD 25,000

Qualifications
Graduate

Employment Type
Full-time

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Description

HDFC Bank Recruitment 2023

The Front Desk Manager is responsible for the overall operations of the front desk of an HDFC Bank branch. This includes greeting and assisting customers, managing the branch's calendar, and coordinating with other departments to ensure smooth operations. The Front Desk Manager is also responsible for ensuring that the branch's front desk is clean, organized, and well-stocked.

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HDFC Bank Jobs Near Me

Responsibilities:

- Greet and assist customers in a friendly and professional manner
- Answer questions about HDFC Bank products and services
- Process customer transactions, such as deposits, withdrawals, and balance inquiries
- Manage the branch's calendar and schedule appointments
- Coordinate with other departments to ensure smooth operations
- Maintain the cleanliness and organization of the front desk area
- Order and maintain supplies for the front desk
- Train and supervise front desk staff

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HDFC Bank Careers

Skills:

- Excellent customer service skills
- Strong communication skills
- Proficiency in Microsoft Office Suite
- Ability to work independently and as part of a team
- Ability to handle multiple tasks simultaneously
- Attention to detail

Qualifications:

- Bachelor's degree in business administration or a related field
- 3+ years of experience in a customer service or front office role
- Experience with banking products and services
- Strong organizational and time management skills
- Ability to work under pressure

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

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