

HDFC Bank Recruitment 2023 – Jobs Near Me – Front Office Staff Post

Hiring organization
HDFC Bank

Job Location

India
Remote work from: India

Date posted
August 28, 2023

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Valid through
31.12.2023

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 Front Office Staff is responsible for providing excellent customer service to all visitors to the HDFC Bank branch. This includes greeting customers, answering questions, assisting with transactions, and resolving any issues that may arise. The Front Office Staff must be able to work independently and as part of a team, and must have a strong understanding of banking products and services.

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HDFC Bank Jobs Near Me

Responsibilities:

- Greet customers and provide them with a warm and welcoming experience
- Answer customer questions about banking products and services
- Assist customers with transactions, such as deposits, withdrawals, and transfers
- Resolve customer issues in a timely and efficient manner
- Maintain a clean and organized work area
- Follow all safety and security procedures
- Comply with all applicable laws and regulations

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HDFC Bank Careers

Skills:

- Excellent customer service skills

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

Qualifications:

- High school diploma or equivalent
- 1-2 years of customer service experience
- Experience in a banking environment preferred

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

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