



<https://govhelp.in/job/au-small-finance-bank-recruitment-2023-free-job-alert-clerk-posts/>

Au Small Finance Bank Recruitment 2023 – Free Job Alert – Clerk Posts

Job Location

India
Remote work from: Brazil

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Base Salary

USD. 13,000 - USD. 17,500

Qualifications

Graduate

Employment Type

Full-time

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Description

Au Small Finance Bank Recruitment 2023

Join AU Small Finance Bank as a Clerk and be part of our dedicated team committed to providing excellent customer service and efficient banking operations. As a Clerk, you will play a crucial role in ensuring smooth day-to-day banking transactions and providing essential support to both customers and internal teams. This is an ideal position for a motivated individual who is eager to learn and grow within the banking sector.

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Au Small Finance Bank Jobs Near Me

Responsibilities:

1. Customer Assistance: Interact with customers in a friendly and professional manner, assisting them with routine banking transactions such as deposits, withdrawals, account inquiries, and fund transfers. Provide prompt and accurate information about banking products and services, promoting customer satisfaction and loyalty. Address customer queries and resolve issues promptly or escalate them to the appropriate department for resolution.
2. Transaction Processing: Perform accurate and timely processing of various banking transactions, including cash handling, check deposits, loan payments, and account updates. Ensure adherence to banking policies and procedures, maintaining the highest level of integrity and confidentiality.

Hiring organization

Au Small Finance Bank

Date posted

June 15, 2023

Valid through

31.12.2023

APPLY NOW

Verify and validate customer identification documents as per regulatory requirements.

3. Administrative Support: Assist in maintaining organized and up-to-date records of customer accounts, transactions, and other relevant documentation. Handle routine office tasks such as filing, data entry, and preparing reports. Collaborate with the team to ensure smooth workflow and efficient operations within the branch.

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Au Small Finance Bank Work From Home Jobs

Skills:

1. Customer Service: Excellent interpersonal and communication skills to interact effectively with customers. Ability to provide friendly and professional service, understanding and fulfilling customer needs. Patience and empathy in dealing with customer inquiries and concerns.
2. Attention to Detail: Strong attention to detail and accuracy in transaction processing and documentation. Ability to handle and count cash accurately. Proficiency in basic arithmetic calculations.
3. Computer Literacy: Basic computer skills, including familiarity with MS Office applications and banking software. Ability to learn and adapt to new banking systems and technologies. Typing skills for data entry tasks.

Important Links

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

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