



<https://govhelp.in/job/au-small-finance-bank-recruitment-2023-jobs-near-me-clerk-post/>

## Au Small Finance Bank Recruitment 2023 – Jobs Near Me – Clerk Post

### Job Location

India  
Remote work from: Brazil

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### Base Salary

USD. 15,200 - USD. 19,400

### Qualifications

Graduate

### Employment Type

Full-time

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### Description

## Au Small Finance Bank Recruitment 2023

AU Small Finance Bank is a rapidly growing financial institution dedicated to serving the banking needs of individuals and businesses. We are currently seeking enthusiastic and detail-oriented individuals to join our team as Clerks. This role offers an exciting opportunity for freshers to kickstart their career in the banking industry and contribute to delivering excellent customer service.

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### ***Au Small Finance Bank Jobs Work From Home***

### Responsibilities:

1. Customer Service and Assistance: As a Clerk at AU Small Finance Bank, your primary responsibility will be to provide exceptional customer service to clients visiting the bank. You will greet customers, assist with their banking transactions, and provide information about various banking products and services. You will handle cash transactions, process deposits and withdrawals, and ensure accuracy in all financial transactions. Additionally, you will address customer inquiries and resolve basic account-related issues to ensure customer satisfaction.
2. Documentation and Record-Keeping: In this role, you will be responsible for maintaining accurate records and documentation. You will assist customers

### Hiring organization

Au Small Finance Bank

### Date posted

June 14, 2023

### Valid through

31.12.2023

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in completing necessary forms and applications, such as account opening forms, loan applications, and other banking-related documents. You will ensure compliance with regulatory requirements and internal policies by maintaining proper records and documentation for auditing purposes. Your attention to detail and adherence to standard operating procedures will be crucial in maintaining data integrity.

3. **Administrative Support:** As a Clerk, you will provide administrative support to various departments within the bank. You will assist in managing office supplies, organizing files, and coordinating with other team members to ensure smooth operations. Additionally, you may be responsible for scheduling appointments, answering phone calls, and handling general inquiries. Your ability to multitask, prioritize tasks, and maintain a well-organized work environment will contribute to the overall efficiency of the bank.

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### ***Au Small Finance Bank Jobs Near Me***

#### **Skills:**

- Excellent communication and interpersonal skills to effectively engage with customers.
- Strong numerical ability and accuracy in handling financial transactions.
- Basic computer proficiency and familiarity with MS Office applications.
- Attention to detail and the ability to maintain accurate records.
- Good organizational and time management skills to handle multiple tasks effectively.
- Customer service orientation and the ability to work well in a team.
- Familiarity with banking processes and regulations would be considered advantageous.

#### **Important Links**

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

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