



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

Axis Bank Recruitment 2023 – Jobs Near Me – Clerk Post

Job Location

India
Remote work from: Brazil

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Base Salary

USD. 14,500 - USD. 21,200

Qualifications

Graduate

Employment Type

Full-time

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Description

Axis Bank Recruitment 2023

As a Clerk at Axis Bank, you will be an integral part of the banking operations, responsible for handling various administrative tasks and ensuring smooth day-to-day operations. Your role will involve processing transactions, maintaining records, and providing support to customers and colleagues. This position offers an excellent opportunity to develop your skills in the banking industry and contribute to the efficient functioning of the bank branch.

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Axis Bank Jobs Near Me

Responsibilities:

1. Transaction Processing: Accurately process various banking transactions, such as deposits, withdrawals, fund transfers, and cheque clearing. Ensure compliance with established procedures, regulations, and security protocols. Maintain accurate records of transactions and reconcile any discrepancies.
2. Customer Assistance: Provide exceptional customer service by addressing customer inquiries, resolving complaints, and offering guidance on banking products and services. Assist customers with account-related issues, statement requests, and general banking information. Foster positive customer relationships and ensure customer satisfaction.
3. Documentation and Record Keeping: Maintain and update customer

Hiring organization

Axis Bank

Date posted

June 12, 2023

Valid through

31.12.2023

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account information, including personal details, transaction history, and documentation requirements. Ensure the accuracy and completeness of customer records and documentation. Follow data privacy guidelines and maintain strict confidentiality of customer information.

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Axis Bank Work From Home Jobs

Skills:

1. **Attention to Detail:** Demonstrate a high level of accuracy and attention to detail in performing administrative tasks, processing transactions, and maintaining records. Ability to identify errors and rectify them promptly.
2. **Communication Skills:** Possess excellent communication skills, both verbal and written. Ability to effectively communicate with customers, colleagues, and superiors. Active listening skills to understand customer needs and provide appropriate solutions.
3. **Computer Proficiency:** Have a basic understanding of computer applications and banking software. Proficiency in MS Office Suite (Word, Excel, PowerPoint) is desirable. Ability to learn and adapt to new banking software and digital platforms.

Important Links

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

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