

External Publication of Job Posting 50907223

Job Posting Title

RBB-Teller-Service-Amritsar-0856

Start Date

14.10.2015

Reference Code

50907222-ext

Job Title

RBB-Teller-Service

Company

HDFC Bank Ltd was promoted in the year 1994 by the premier housing finance company of the country, HDFC Ltd. The Bank commenced operations as a Scheduled Commercial Bank in January 1995.

"Today the Bank has a nationwide network of over 3,062 branches and 10,743 ATMs spread over 1,845 towns and cities across India".

The Bank's American Depository Shares (ADS) are listed on the New York Stock Exchange (NYSE) and the Global Depository Receipts (GDRs) are listed on Luxembourg Stock Exchange. The Bank has been bestowed with numerous awards and accolades from top national and international agencies & magazines.

HDFC Bank comprises of a dynamic and enthusiastic team determined to accomplish the vision of becoming a World-class Indian bank. Our business philosophy is based on our four core values - Customer Focus, Operational Excellence, Product Leadership and People. We believe that the ultimate identity and success of our bank will reside in the exceptional quality of our people and their extraordinary efforts. We are committed to hiring, developing, motivating and retaining the best people in the industry

The Bank's objective is to build sound business franchises across distinct businesses so as to be a

preferred provider of banking services for target retail and wholesale customer segments. We are committed to healthy growth in profitability while ensuring the highest levels of ethical standards, professional integrity, corporate governance and regulatory compliance.

Department

Retail Branch Banking

Tasks

- Responsible for cash and customer transactions.
- Cash Receipts, Deposits & Payments
- Cash balancing
- Handling the Banking System
- Vault custodian
- Filing of End of day (EOD) Reports
- Handling Non-Cash transactions like DD/MC/TC, Fund transfer etc
- Register updation on EOD Cash position, Instruments Issued etc
- Responsible for high quality service, customer relationship management, Queue Management & Branch Audit & Compliance
- High attention to detail, accuracy as well as customer service orientation

Requirements

- Preferably Senior Executives specializing in Banking/Financial Services or equivalent
- Interpersonal skills

Employment Fraction

Full-time

Contact Person

Malvika Chitla	Recruiter
Sahil Bansal	Recruiter
Manpreet Kaur	Recruiter