

Kotak Bank Careers 2023 – 2+ Years Exp – Bank Jobs – Peon Posts

Hiring organization
Kotak Mahindra Bank

Job Location

India
Remote work from: India

Date posted
May 13, 2023

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Valid through
31.12.2023

Base Salary

USD 13,000 - USD 16,000

APPLY NOW

Qualifications

12th Passed / Graduate

Employment Type

Full-time

Experience

2+ Years Experience Required

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Description

Kotak Mahindra Bank Recruitment 2023

We are looking for a responsible and reliable individual to join our team as a Peon in Kotak Mahindra Bank. As a Peon, you will be responsible for performing a variety of tasks, including delivering documents and packages, running errands, and providing support to the staff as needed.

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Kotak Mahindra Bank Jobs Near Me

Responsibilities:

1. Deliver documents and packages: You will be responsible for delivering documents and packages to various departments within the bank, as well as to other organizations and individuals.
2. Run errands: You will be responsible for running errands, such as purchasing office supplies and materials, as well as other tasks as assigned by the staff.
3. Provide support to staff: You will be responsible for providing support to the staff as needed, including setting up for meetings, assisting with office equipment, and performing other administrative duties as assigned.

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Kotak Mahindra Bank Careers

Requirements:

1. Time management skills: You must have excellent time management skills and the ability to prioritize tasks in order to meet deadlines.
2. Work ethic: You must have a strong work ethic and be able to work independently with minimal supervision.
3. Communication skills: You must have good communication skills, both written and verbal, and be able to interact with colleagues and customers in a professional and courteous manner.

Important Links

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

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