

Kotak Bank Careers 2023 – All India Jobs – File Clerk Jobs

Hiring organization
Kotak Mahindra Bank

Job Location

India
Remote work from: IND

Date posted

September 26, 2023

(adsbygoogle = window.adsbygoogle || []).push({});

Valid through

31.12.2023

Base Salary

USD 18,500 - USD 26,500

APPLY NOW

Qualifications

Graduate

Employment Type

Full-time

(adsbygoogle = window.adsbygoogle || []).push({});

(adsbygoogle = window.adsbygoogle || []).push({});

Description

Kotak Mahindra Bank Recruitment 2023

Kotak Mahindra Bank is looking for talented and motivated File Clerks to join our team. As a File Clerk, you will be responsible for organizing, maintaining, and retrieving files. You will also be responsible for providing customer service and support to our customers.

(adsbygoogle = window.adsbygoogle || []).push({});

Kotak Mahindra Bank Jobs Near Me

Responsibilities:

- Organize, maintain, and retrieve files
- Process customer documents
- Respond to customer inquiries
- Maintain a clean and organized work environment
- Perform other administrative tasks as assigned

(adsbygoogle = window.adsbygoogle || []).push({});

Kotak Mahindra Bank Careers

Skills:

- Strong organizational and time management skills
- Attention to detail and accuracy
- Excellent communication and interpersonal skills
- Ability to work independently and as part of a team

Proficiency in Microsoft Office Suite

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

```
(adsbygoogle = window.adsbygoogle || []).push({});
```

```
(adsbygoogle = window.adsbygoogle || []).push({});
```