

## Kotak Bank Careers 2023 – Bank Jobs – Auditing Clerk Jobs

**Hiring organization**  
Kotak Mahindra Bank

### Job Location

India  
Remote work from: IND

**Date posted**  
August 10, 2023

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**Valid through**  
31.12.2023

### Base Salary

USD 22,500 - USD 28,500

APPLY NOW

### Qualifications

Graduate

### Employment Type

Full-time

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### Description

#### Kotak Mahindra Bank Recruitment 2023

The Auditing Clerk is responsible for providing administrative support to the Internal Audit team. This includes tasks such as preparing audit reports, tracking audit progress, and maintaining audit files. The ideal candidate will be a highly organized and detail-oriented individual with excellent communication skills.

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#### Kotak Mahindra Bank Jobs Near Me

#### Responsibilities:

- Prepare audit reports.
- Track audit progress.
- Maintain audit files.
- Coordinate with audit team members.
- Other administrative tasks as assigned.

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#### Kotak Mahindra Bank Careers

#### Skills:

- Excellent organizational and attention to detail skills.
- Strong communication skills.
- Ability to work independently and as part of a team.

Proficient in Microsoft Office Suite

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

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