

Kotak Bank Careers 2023 – Bank Jobs – Clerk Jobs

Job Location

India

Remote work from: IND

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Base Salary

USD 18,500 - USD 26,500

Qualifications

Graduate

Employment Type

Full-time

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Description

Kotak Mahindra Bank Recruitment 2023

The Clerk is responsible for providing administrative support to the Kotak Mahindra Bank branch. This includes tasks such as processing transactions, handling customer inquiries, and maintaining records.

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Kotak Mahindra Bank Jobs Near Me

Responsibilities:

- Process transactions such as deposits, withdrawals, and transfers.
- Handle customer inquiries and complaints.
- Maintain records of customer accounts and transactions.
- Other duties as assigned.

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Kotak Mahindra Bank Careers

Skills:

- Strong organizational and time management skills.
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook).
- Excellent customer service skills.
- Ability to work independently and as part of a team.

Attention to detail and accuracy.

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

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Hiring organization

Kotak Mahindra Bank

Date posted

September 26, 2023

Valid through

31.12.2023

APPLY NOW

