

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

**Hiring organization**  
Kotak Mahindra Bank

### Job Location

India  
Remote work from: IND

**Date posted**  
August 21, 2023

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**Valid through**  
31.12.2023

### Base Salary

USD 21,500 - USD 25,500

APPLY NOW

### Qualifications

Graduate

### Employment Type

Full-time

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### Description

#### Kotak Mahindra Bank Recruitment 2023

The File Clerk is responsible for maintaining the physical and electronic files of Kotak Mahindra Bank. This includes tasks such as filing documents, retrieving files, and organizing records. The ideal candidate will be a highly organized and detail-oriented individual with strong customer service skills.

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#### Kotak Mahindra Bank Jobs Near Me

#### Responsibilities:

- File documents and records in a timely and accurate manner
- Retrieve files as needed by employees
- Organize and maintain filing systems
- Scan and index documents
- Other duties as assigned

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#### Kotak Mahindra Bank Careers

#### Skills:

- Strong organizational and time management skills
- Excellent attention to detail
- Proficient in Microsoft Office Suite
- Experience with document management software

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

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