

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

Hiring organization
Kotak Mahindra Bank

Job Location

India
Remote work from: IND

Date posted
July 25, 2023

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Valid through
31.12.2023

Base Salary

USD 15,500 - USD 22,500

APPLY NOW

Qualifications

Graduate, 12th Pass

Employment Type

Full-time

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Description

Kotak Mahindra Bank Recruitment 2023

Kotak Mahindra Bank is looking for a highly motivated and detail-oriented File Clerk to join our team. The ideal candidate will have excellent organizational skills and be able to work independently and as part of a team.

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Kotak Mahindra Bank Jobs Near Me

Responsibilities:

- Receive, sort, and file documents.
- Maintain accurate records of files.
- Retrieve files as needed.
- Perform other administrative tasks as needed.

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Kotak Mahindra Bank Careers

Skills:

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

Important Links [Proficient in using filing software.](#) **Find the Link in [Apply Now](#) Button**

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