

Kotak Bank Careers 2023 – Kotak Bank Jobs – Peon Jobs

Hiring organization
Kotak Mahindra Bank

Job Location

India
Remote work from: IND

Date posted
August 4, 2023

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Valid through
31.12.2023

Base Salary

USD 12,500 - USD 19,500

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 reliable Peon to join our team. The ideal candidate will be able to perform a variety of administrative and support tasks, and be able to work independently and as part of a team.

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Kotak Mahindra Bank Jobs Near Me

Responsibilities:

- Maintain cleanliness of the bank premises
- Provide general administrative support to the staff
- Run errands as needed
- Receive and deliver mail
- Other duties as assigned

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Kotak Mahindra Bank Careers

Skills:

- Excellent organizational and time management skills
- Ability to work independently and as part of a team
- Ability to follow instructions and complete tasks accurately

Important Links

Proficient in Microsoft Office Suite

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

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