

## Kotak Bank Recruitment 2023 – Bank Jobs – File Clerk Posts

**Hiring organization**  
Kotak Mahindra Bank

### Job Location

India  
Remote work from: IND

**Date posted**  
August 2, 2023

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**Valid through**  
31.12.2023

### Base Salary

USD 18,000 - USD 21,000

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 and organizing files in Kotak Mahindra Bank's records management system. This includes tasks such as receiving, sorting, filing, and retrieving files. The ideal candidate will be a highly organized and detail-oriented individual with excellent customer service skills.

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#### Kotak Mahindra Bank Jobs Near Me

#### Responsibilities:

- Receive, sort, and file documents and records.
- Retrieve files as needed.
- Maintain a clean and organized filing system.
- Compile reports on file usage.
- Other file-related tasks as assigned.

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#### Kotak Mahindra Bank Careers

#### Requirements:

- Excellent organizational and time management skills.
- Strong attention to detail.
- 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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