

Kotak Bank Recruitment 2023 – Jobs Near Me – File Clerk Posts

Hiring organization
Kotak Mahindra Bank

Job Location

India
Remote work from: IND

Date posted
July 26, 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 Bank's records management system. This includes receiving, sorting, indexing, and filing documents, as well as retrieving files as needed. The File Clerk must be able to work independently and as part of a team, and have excellent attention to detail.

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Kotak Mahindra Bank Jobs Near Me

Responsibilities:

- Receive, sort, index, and file documents
- Retrieve files as needed
- Maintain and update records management system
- Perform other clerical tasks as assigned

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Kotak Mahindra Bank Careers

Requirements:

- Excellent 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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