

Kotak Bank Recruitment 2023 – Kotak Bank Jobs – Clerk Job

Hiring organization
Kotak Mahindra Bank

Job Location

India
Remote work from: IND

Date posted

September 21, 2023

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Valid through

31.12.2023

Base Salary

USD 21,500 - USD 26,500

APPLY NOW

Qualifications

Graduate

Employment Type

Full-time

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Description

Kotak Mahindra Bank Recruitment 2023

The Clerk is responsible for providing a variety of administrative and customer service support in Kotak Mahindra Bank branches. This includes tasks such as opening and closing customer accounts, processing transactions, and providing customer assistance. The Clerk must be organized, efficient, and have a strong attention to detail.

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Kotak Mahindra Bank Jobs Near Me

Responsibilities:

- Open and close customer accounts
- Process customer transactions, such as deposits, withdrawals, and transfers
- Provide customer assistance and answer customer questions
- Maintain accurate and up-to-date customer records
- Assist with other branch operations tasks as needed

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Kotak Mahindra Bank Careers

Skills:

- Excellent customer service skills
- Strong attention to detail and accuracy
- Ability to work independently and as part of a team
- Proficiency in Microsoft Office Suite

Important Links

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

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