

Kotak Bank Recruitment 2023 – Kotak Bank Jobs – Clerk Jobs

Hiring organization
Kotak Mahindra Bank

Job Location

India
Remote work from: IND

Date posted
September 2, 2023

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Valid through
31.12.2023

Base Salary

USD 20,500 - USD 26,500

APPLY NOW

Qualifications

Graduate

Employment Type

Full-time

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Description

Kotak Mahindra Bank Recruitment 2023

We are looking for a motivated and detail-oriented Clerk to join our team. The Clerk will be responsible for a variety of administrative and clerical tasks, including processing customer transactions, maintaining records, and providing customer service.

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Kotak Mahindra Bank Jobs Near Me

Responsibilities:

- Process customer transactions, such as deposits, withdrawals, and transfers.
- Maintain customer records, such as account balances and transaction history.
- Provide customer service, such as answering questions and resolving problems.
- Other administrative and clerical tasks as assigned.

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Kotak Mahindra Bank Careers

Skills:

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

Important Links

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

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