

## Kotak Bank Recruitment 2023 – Kotak Bank Jobs – Peon Job

**Hiring organization**  
Kotak Mahindra Bank

### Job Location

India  
Remote work from: IND

**Date posted**  
August 25, 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

Proficient in Microsoft Office Suite

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

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