

Kotak Bank Recruitment 2023 - 2+Years Experience Required - Administrative Manager Post

Hiring organization
Kotak Mahindra Bank

Job Location

India
Remote work from: India

Date posted
March 30, 2023

Valid through
31.12.2025

Base Salary

Rs. 13,000 - Rs. 18,000

APPLY NOW

Qualifications

10+2/Graduate

Employment Type

Full-time

Experience

2+ Years Experience Required

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Description

Kotak Bank Recruitment 2023

The administrative manager is responsible for the daily operations of the office and providing support to the executive team. Duties include overseeing office administration, maintaining records, and providing administrative assistance. The administrative manager must be able to handle multiple tasks simultaneously and have excellent organizational skills.

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Qualifications:

- A degree in business or a related field
- At least three years of administrative experience
- Strong organizational skills and attention to detail
- Excellent communication and interpersonal skills

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[Kotak Bank Jobs For Freshers](#)

The Data Entry cum Back Office is responsible for collating and entering data from various sources into the company's database

Responsibilities:

- Oversee office administration including correspondence, filing, and record keeping
- Maintain schedules and calendars for the executive team
- Provide administrative support including preparing reports, organizing meetings, and drafting letters
- Handle customer inquiries and complaints

Coordinate with vendors and service providers

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