

## 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

APPLY NOW

### Base Salary

Rs. 13,000 - Rs. 18,000

### 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.

Kotak Bank Jobs Near Me

### 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

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

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