

Kotak Bank Recruitment 2023 - 2+Years Experience Required - File Clerk Post

Hiring organization
Kotak Mahindra Bank

Job Location

India
Remote work from: India

Date posted
April 29, 2023

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Valid through
31.12.2025

Base Salary

Rs. 32,000 - Rs. 41,000

APPLY NOW

Qualifications

10+2/Graduate

Employment Type

Full-time

Experience

2+ Years Experience Required

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Description

Zebronics Jobs Recruitment 2023

The file clerk will be responsible for organizing and maintaining the company's physical and digital files. This individual must be able to work independently and have an eye for detail.

Zebronics Jobs Near Me

The file clerk is responsible for organizing and maintaining all physical and digital files in the office. They are also responsible for archiving old files and retrieving them as needed.

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Zebronics Careers

The file clerk will be responsible for organizing and maintaining the company's physical and digital files. This individual must be able to work independently and have an eye for detail.

Qualifications: –

Proven experience as a file clerk.

Strong organizational skills.

Attention to detail.

Familiarity with computer software programs.

Responsibilities:

Maintain physical and digital files.

Organize and label files according to company protocols.

Retrieve files as requested.

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

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