

## Kotak Bank Recruitment 2023 - 2+Years Experience Required - Human Resources Post

**Hiring organization**  
Kotak Mahindra Bank

### Job Location

India  
Remote work from: India

**Date posted**  
July 5, 2023

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**Valid through**  
31.12.2025

### Base Salary

Rs. 55,000 - Rs. 60,000

APPLY NOW

### Qualifications

10+2/Graduate

### Employment Type

Full-time

### Experience

2+ Years Experience Required

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### Description

## Kotak Bank Jobs Recruitment 2023

Position: Human Resources Associate

Location: Kotak Bank (Specify the location if required)

About Kotak Bank: Kotak Mahindra Bank is a leading private sector bank in India known for its innovative banking solutions and customer-centric approach. We are currently looking for a dynamic and motivated individual to join our Human Resources team as an HR Associate. As an HR Associate, you will play a crucial role in supporting various HR functions and initiatives. This is an excellent opportunity for freshers to start their career in the field of human resources in a reputable banking institution.

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### Kotak Bank Careers

The Marketing Advertising Executive will be responsible for developing and leading marketing efforts for the company. This will include creating billboards, digital campaigns, catalogs, and other marketing materials. In addition, the Executive will be responsible for developing relationships with advertising agencies and other marketing partners.

### Primary Duties and Responsibilities:

- Assist in the recruitment and selection process, including sourcing

candidates, screening resumes, and conducting interviews.

- Coordinate new employee onboarding, including conducting orientations and facilitating the completion of necessary paperwork.
- Maintain employee records and databases, ensuring accuracy and confidentiality.
- Support the performance management process by assisting in goal setting, performance reviews, and providing feedback to employees.
- Assist in implementing HR policies, procedures, and programs in alignment with organizational goals and regulatory requirements.
- Handle employee queries and provide guidance on HR-related matters.
- Assist in organizing and conducting employee engagement activities and initiatives.
- Support HR projects and initiatives, such as employee surveys, HR system implementation, and policy updates.
- Assist in compliance with labor laws and regulations.
- Collaborate with cross-functional teams to support HR-related activities and initiatives.

### Qualifications:

Skills and Qualifications:

- Bachelor's degree in human resources management, business administration, or a related field is preferred.
- Excellent communication and interpersonal skills.
- Strong attention to detail and organizational skills.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) and other relevant software.
- Ability to handle sensitive and confidential information with discretion.
- Strong problem-solving and decision-making abilities.
- Ability to work independently and collaboratively in a team environment.
- Knowledge of labor laws and regulations is a plus.
- Previous internship or work experience in HR or related fields is a plus, but freshers are welcome to apply.

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

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