

Kotak Bank Recruitment 2023 – 2+Years Experience Required – Receptionist Post

Hiring organization
Kotak Mahindra Bank

Job Location

India
Remote work from: India

Date posted
April 27, 2023

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Valid through
31.12.2025

Base Salary

Rs. 24,000 - Rs. 32,000

APPLY NOW

Qualifications

10+2/Graduate

Employment Type

Full-time

Experience

2+ Years Experience Required

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Description

Kotak Mahindra Bank Recruitment 2023

The receptionist is responsible for handling the front office and welcoming guests. They are responsible for answering phones, directing visitors, and providing general information about the company. The receptionist will also be responsible for handling mail and maintaining the front office appearance.

Kotak Mahindra Bank Near Me

Duties include answering phones, greeting clients, and managing the office calendar. The receptionist must be able to handle multiple tasks simultaneously and have excellent communication skills.

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Kotak Mahindra Bank Careers

The Receptionist is the face of the company and is responsible for creating a positive first impression for all visitors and clients. This individual will manage the reception area, greet guests, answer phones, and provide administrative support to other staff members.

Qualifications: –

High school diploma or equivalent

Strong customer service skills

Excellent verbal and written communication skills

Ability to manage multiple tasks simultaneously.

Responsibilities: •

Greet guests and direct them to the appropriate person or department.

Answer phones and take messages.

Provide administrative support to other staff members.

Manage the reception area.

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

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