

Kotak Mahindra Bank Recruitment 2023 – Jobs Near Me – Office Assistant Post

Hiring organization
Kotak Mahindra Bank

Job Location

India
Remote work from: India

Date posted
July 24, 2023

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Valid through
31.12.2025

Base Salary

Rs. 25,000 - Rs. 30,000

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 Office Assistant is responsible for providing administrative support to the Kotak Mahindra Bank office. This includes a variety of tasks, such as answering phones, greeting visitors, taking and delivering messages, managing the office calendar, and ordering supplies. The ideal candidate will be a highly organized and efficient individual with excellent communication and interpersonal skills.

Kotak Mahindra Career

Responsibilities:

- Answer phones and greet visitors
- Take and deliver messages
- Manage the office calendar
- Order supplies
- Maintain the office filing system
- Other administrative tasks as assigned

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Kotak Mahindra Jobs Near Me

Skills:

- Excellent organizational and time management skills
- Strong communication and interpersonal skills

- Proficient in Microsoft Office Suite
- Ability to work independently and as part of a team

Qualifications:

- High school diploma or equivalent
- 1+ years of experience in an administrative role
- Bachelor's degree in business administration or a related field preferred

Important Links

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

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