

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

**Hiring organization**  
Kotak Mahindra Bank

### Job Location

India  
Remote work from: India

**Date posted**  
July 4, 2023

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**Valid through**  
31.12.2025

### Base Salary

Rs. 22,000 - Rs. 41,000

APPLY NOW

### Qualifications

10+2/Graduate

### Employment Type

Full-time

### Experience

2+ Years Experience Required

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### Description

## Zebronic Jobs Recruitment 2023

Position Overview: We are seeking a dedicated and detail-oriented individual to join our team as an Administrator. As an Administrator, you will be responsible for providing administrative support and ensuring the smooth operation of our office. Your role will involve managing office tasks, handling correspondence, organizing files and records, and assisting with various projects. This is an excellent opportunity to contribute to the success of our organization and work in a fast-paced and dynamic environment.

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## Zebronic Careers

The Director of Marketing is responsible for developing and executing the marketing strategy for the company. This individual will be responsible for developing and managing all marketing activities, including branding, public relations, lead generation, and product marketing. The Director of Marketing will also be responsible for building and managing the marketing team.

### Responsibilities:

1. Perform general administrative tasks, including managing correspondence, answering phone calls, and handling inquiries.
2. Maintain and organize files, records, and documents both electronically and in hard copy format.
3. Assist in scheduling and coordinating meetings, appointments, and travel

arrangements.

4. Prepare and distribute memos, emails, and reports as required.
5. Coordinate and arrange logistics for internal and external events and meetings.
6. Assist in the preparation and coordination of presentations and materials for meetings.
7. Monitor and maintain office supplies and place orders when necessary.
8. Collaborate with other team members to ensure efficient and effective workflow.
9. Assist in managing and updating databases and systems.
10. Handle sensitive and confidential information with utmost discretion.
11. Provide support to other departments as needed.
12. Contribute to process improvement initiatives to enhance office efficiency.
13. Adhere to company policies and procedures.
14. Stay updated on industry trends and best practices related to administrative functions.

#### **Skills and Qualifications:**

1. Bachelor's degree in Business Administration, Office Administration, or a related field (preferred).
2. Proven experience in administrative roles or office management.
3. Excellent organizational and time management skills.
4. Strong attention to detail and accuracy.
5. Effective communication and interpersonal skills.
6. Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook).
7. Ability to handle multiple tasks and prioritize effectively.
8. Strong problem-solving and decision-making abilities.
9. Ability to work independently and as part of a team.
10. Familiarity with office equipment and software applications.
11. Knowledge of basic accounting principles is a plus.
12. Experience with data entry and recordkeeping.
13. Ability to adapt to changing priorities and work under pressure.
14. Positive attitude and willingness to learn.

**Experience as a Fresher:** As a fresher, we value your enthusiasm and willingness to learn. While prior experience in administrative roles is preferred, we encourage individuals with transferable skills and a strong work ethic to apply. We provide comprehensive training and support to help you succeed in your role as an

**Important Links**

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

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