



<https://jobfy.in/jobs/kotak-bank-recruitment-2023-jobs-for-freshers-back-office-staff-post/>

Back Office Staff

Job Location

India
Remote work from: IND

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Base Salary

USD 13,200 - USD 19,700

Qualifications

Graduate, 12th Pass

Employment Type

Full-time

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Description

Kotak Bank Recruitment 2023

We are looking for a highly motivated and experienced Back Office Staff to join our team. The ideal candidate will have a strong understanding of back office procedures, as well as the ability to provide administrative support to a variety of departments. The successful candidate will be responsible for tasks such as processing transactions, managing customer accounts, and providing customer service.

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Kotak Bank Careers

Responsibilities:

- Process transactions.
- Manage customer accounts.
- Provide customer service.
- Maintain records and files.
- Other duties as assigned.

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Kotak Bank Jobs Near Me

Skills:

Hiring organization

Kotak Mahindra Bank

Date posted

July 5, 2023

Valid through

31.12.2023

APPLY NOW

- Strong understanding of back office procedures.
- Excellent communication and interpersonal skills.
- Ability to work independently and as part of a team.
- Proficient in Microsoft Office Suite.
- Attention to detail.

Important Links

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

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