

Kotak Bank Recruitment 2023 - Job Card - Clerk Posts

Hiring organization
Kotak Mahindra Bank

Job Location

India
Remote work from: Brazil

Date posted
June 12, 2023

Valid through
31.12.2023

Base Salary

USD. 18,000 - USD. 22,500

APPLY NOW

Qualifications

Graduate

Employment Type

Full-time

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Description

Kotak Bank Recruitment 2023

As a Clerk at Kotak Mahindra Bank, you will be an integral part of the banking operations, responsible for handling various administrative tasks and ensuring smooth day-to-day operations. Your role will involve assisting customers, managing cash transactions, maintaining records, and providing support to colleagues. This position offers an excellent opportunity to gain foundational knowledge in the banking industry and contribute to the efficient functioning of the bank branch.

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Kotak Bank Jobs Near Me

Responsibilities:

1. Customer Service: Provide exceptional customer service by greeting customers, addressing their inquiries, and providing information on banking products and services. Assist customers with account-related activities such as opening new accounts, updating account information, and resolving any issues or concerns.
2. Cash Handling: Accurately and efficiently handle cash transactions, including deposits, withdrawals, and currency exchange. Maintain cash drawers and ensure the security of cash and valuables. Adhere to established cash handling procedures and regulatory guidelines.
3. Administrative Support: Perform various administrative tasks, such as filing documents, updating records, and managing correspondence. Assist in the preparation of reports and statements. Maintain confidentiality of customer information and adhere to data privacy policies.

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Skills:

1. Communication Skills: Excellent communication skills, both verbal and written. Ability to effectively communicate with customers, colleagues, and superiors. Active listening skills to understand customer needs and provide appropriate solutions.
2. Attention to Detail: Demonstrate a high level of accuracy and attention to detail in performing administrative tasks, managing cash transactions, and maintaining records. Ability to identify errors and rectify them promptly.
3. Customer Service Orientation: Customer-centric mindset with a strong desire to assist customers and provide a positive experience. Patience, empathy, and the ability to handle customer inquiries and complaints with professionalism and efficiency.

Important Links

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

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