

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

Hiring organization
Kotak Mahindra Bank

Job Location

India
Remote work from: India

Date posted
April 5, 2023

Valid through
31.12.2025

Base Salary

USD. 10,000 - USD. 17,000

APPLY NOW

Qualifications

Graduate, 12th Passed

Employment Type

Full-time

Description

Kotak Bank Recruitment 2023

The Back Office Assistant will be responsible for all back office operations within the company.

Kotak Bank Jobs Near Me

Responsibilities:

- Manage Accounts Payable and Accounts Receivable
- Manage Employee Records
- Other Back Office Duties as Assigned

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Kotak Bank Careers

Qualifications:

- Accounting Degree
- Strong Knowledge of Accounts Payable
- Experience Processing Payroll

Important Links

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

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