

## 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

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### 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

Strong Knowledge of Microsoft Excel

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

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