

## Berger Recruitment 2023 – Free Jobs Alert – Office Clerk Post

**Hiring organization**  
Berger

### Job Location

India  
Remote work from: India

**Date posted**  
August 28, 2023

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**Valid through**  
31.12.2023

### Base Salary

USD 22,000 - USD 33,000

**APPLY NOW**

### Qualifications

Graduate

### Employment Type

Full-time

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### Description

## Berger Recruitment 2023

The Office Clerk is responsible for providing administrative support to the Berger Paints team. This includes answering phones, greeting visitors, scheduling appointments, filing paperwork, data entry, and other general office duties. The ideal candidate will be organized, efficient, and have strong customer service skills.

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### Berger Jobs Near Me

#### Responsibilities:

- Answer phones and direct calls to the appropriate person or department
- Greet visitors and provide them with directions or assistance
- Schedule appointments and manage the calendar
- File paperwork and maintain filing systems
- Enter data into computer systems
- Prepare reports and presentations
- Other general office duties as assigned

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### Berger Careers

#### Skills:

- Strong organizational and time management skills
- Excellent customer service skills
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook)
- Ability to work independently and as part of a team

- Attention to detail

**Qualifications:**

- High school diploma or equivalent
- 1-2 years of experience in an administrative role

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

Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook)

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