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Britannia Recruitment 2023 – Jobs For Freshers – File Clerk Post

Hiring organization
Britannia

Job Location

India
Remote work from: India

Date posted
August 23, 2023

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Valid through
31.12.2023

Base Salary

USD 35,000 - USD 40,000

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Qualifications

12th Passed & Graduate

Employment Type

Full-time

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Description

Britannia Recruitment 2023

The File Clerk is responsible for the organization and maintenance of the company's filing system. This includes receiving, sorting, and filing documents; maintaining confidentiality; and retrieving documents as needed. The File Clerk also performs other administrative tasks as assigned.

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Britannia Jobs Near Me

Responsibilities:

- Receive, sort, and file documents in a timely and accurate manner
- Maintain confidentiality of all documents
- Retrieve documents as needed
- Create and maintain filing indexes
- Perform other administrative tasks as assigned

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Britannia Careers

Skills:

- Excellent organizational and filing skills
- Strong attention to detail

- Ability to work independently and as part of a team
- Proficient in Microsoft Office Suite
- Experience with a filing system software program is a plus

Qualifications:

- High school diploma or equivalent
- 1-2 years of experience in a filing or administrative role
- Strong customer service skills

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