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File Clerk For All Jobs For You - Tech Mahindra/Apply Online Remote Jobs

Hiring organization
Tech Mahindra

Job Location

India
Remote work from: IND

Date posted

February 28, 2024

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Valid through

31.08.2024

Base Salary

USD 13 - USD 28

APPLY NOW

Qualifications

Graduate

Employment Type

Full-time

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Description

File Clerk

We are seeking a highly organized and detail-oriented individual to join our team as a File Clerk. In this role, you will be responsible for the efficient and accurate management of physical and electronic files across various departments. You will play a key role in ensuring smooth operations and supporting the team with their administrative needs.

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Responsibilities:

- **File Management:**
 - Organize and maintain physical and electronic files according to established filing systems.
 - File incoming and outgoing documents efficiently and securely.
 - Retrieve files promptly and accurately upon request.
 - Update and maintain filing systems as needed.
- **Administrative Support:**
 - Provide general administrative support to the team, including photocopying, scanning, and data entry.
 - Assist with scheduling meetings and appointments.
 - Manage and maintain office supplies.
 - Perform other administrative duties as assigned.
- **Communication and Collaboration:**

- Communicate effectively with colleagues and stakeholders, both verbally and in writing.
- Work collaboratively with other team members to achieve common goals.
- Maintain a positive and professional attitude.

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Tech Mahindra Careers

Skills:

- Strong organizational and time management skills.
- Excellent attention to detail and accuracy.
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint).
- Ability to learn and adapt to new procedures and technologies.
- Excellent communication and interpersonal skills.
- Ability to work independently and as part of a team.

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