

<https://jobroll.govhelp.in/job/file-clerk-for-job-seeker-tech-mahindra-apply-online-remote-jobs/>

## File Clerk For Job Seeker – Tech Mahindra/Apply Online Remote Jobs

**Hiring organization**  
Tech Mahindra

### Job Location

India  
Remote work from: IND

**Date posted**  
February 29, 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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## Tech Mahindra Jobs Near Me

### 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.

**Tags:** tech mahindra recruitment 2024,tech mahindra recruitment,tech mahindra recruitment 2024,tech mahindra recruitment 2024,tech mahindra,tech mahindra recruitment 2024 for freshers,tech mahindra recruitment process,tech mahindra hiring 2024,tech mahindra off campus drive 2023,tech mahindra off campus drive 2024 batch,tech mahindra recruitment 2020,tech mahindra 2024 off campus drive,tech mahindra jobs,tech mahindra off campus drive,tech mahindra jobs 2024

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