Infosys Recruitment 2023 – All India Jobs – Office Clerk Post

Job Location
India
Remote work from: India

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Base Salary
USD 20,000 - USD 24,000

Qualifications
Graduate

Employment Type
Full-time

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Description

Infosys Recruitment 2023

The Office Clerk is responsible for providing administrative support to the Infosys team. This includes a variety of tasks, such as answering phones, taking messages, handling mail, scheduling appointments, filing, data entry, and general office maintenance.

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Infosys Jobs Near Me

Responsibilities:

- Answer phones and take messages.
- Greet visitors and direct them to the appropriate person or department.
- Handle incoming and outgoing mail.
- Schedule appointments and maintain the appointment calendar.
- File and maintain records.
- Enter data into computer systems.
- Perform general office maintenance, such as ordering supplies and cleaning the office.

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Infosys Careers

Skills:

- Strong understanding of engineering principles and practices.
- Experience with CAD software.
- Excellent problem-solving and analytical skills.
- Excellent communication and teamwork skills.

Hiring organization
Infosys

Date posted
August 3, 2023

Valid through
31.12.2023

APPLY NOW

- Ability to work independently and as part of a team.

Qualifications:

- High school diploma or equivalent.
- 1-2 years of experience in an administrative or clerical role.
- Strong organizational and time management skills.
- Excellent written and verbal communication skills.
- Proficient in Microsoft Office Suite.
- Ability to work independently and as part of a team.

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

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