

Infosys Recruitment 2023 – All India Jobs – Office Clerk Post

Hiring organization

Infosys

Job Location

India

Remote work from: India

Date posted

August 8, 2023

Valid through

31.12.2023

Base Salary

USD 20,000 - USD 24,000

APPLY NOW

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, and data entry. The Office Clerk must be able to work independently and as part of a team, and must be able to meet deadlines and handle multiple tasks simultaneously.

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Infosys Jobs Near Me

Responsibilities:

- Answer phones and take messages
- Handle incoming and outgoing mail
- Schedule appointments
- File documents
- Enter data into computer systems
- Prepare reports and spreadsheets
- Order office supplies
- Light housekeeping duties
- Other duties as assigned

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Infosys Careers

Skills:

- Excellent communication skills, both verbal and written
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook)

- Attention to detail and accuracy
- Ability to work independently and as part of a team
- Ability to meet deadlines
- Ability to handle multiple tasks simultaneously

Qualifications:

- High school diploma or equivalent
- 1-2 years of experience in an administrative role
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook)
- Attention to detail and accuracy
- Ability to work independently and as part of a team
- Ability to meet deadlines

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Ability to handle multiple tasks simultaneously

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