

## Infosys Recruitment 2023 – Work From Home – File Clerk Posts

**Hiring organization**  
Infosys

### Job Location

India  
Remote work from: India

**Date posted**  
August 10, 2023

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**Valid through**  
31.12.2023

### Base Salary

USD 22,000 - USD 24,000

APPLY NOW

### Qualifications

Graduate

### Employment Type

work from home

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### Description

#### Infosys Recruitment 2023

The File Clerk is responsible for the daily filing and retrieval of paper and electronic documents. They will also be responsible for creating and maintaining filing systems, scanning and indexing documents, and responding to requests for files. The ideal candidate will be organized, detail-oriented, and have excellent customer service skills.

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#### Infosys Jobs Near Me

#### Responsibilities:

- Receive, sort, and file incoming paperwork.
- Create and maintain filing systems.
- Scan and index documents.
- Respond to requests for files.
- Make copies of documents.
- Maintain office supplies.
- Order new office supplies as needed.
- Follow all company policies and procedures.
- Protect the confidentiality of all documents.

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#### Infosys Careers

#### Skills:

- Excellent written and verbal communication skills.
- Strong technical knowledge.

- Ability to work independently and as part of a team.
- Proficient in Microsoft Office Suite.
- Experience with customer support software.

**Qualifications:**

- High school diploma or equivalent.
- 1-2 years of experience in a filing or administrative role.
- Excellent organizational and time management skills.
- Attention to detail.
- Excellent customer service skills.
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint).
- Experience with filing systems and document management software.

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

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