JSW Steel

JSW Steel Recruitment 2023 – Free Job Alert – File Clerk Post

Hiring organization
JSW Steel

Job Location
India
Remote work from: IND

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Date posted
August 10, 2023

Valid through
31.12.2023

APPLY NOW

Base Salary
USD 12,000 - USD 17,000

Qualifications
Graduate

Employment Type
Full-time

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Description

JSW Steel Recruitment 2023

The File Clerk is responsible for the efficient and organized filing of all company documents. This includes receiving, sorting, indexing, and storing documents in a secure and accessible manner. The File Clerk also maintains the company's filing system and ensures that all documents are properly filed and up-to-date.

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JSW Steel Jobs Near Me

Responsibilities:

- Receive, sort, and index incoming documents.
- File documents in a secure and accessible manner.
- Maintain the company's filing system.
- Ensure that all documents are properly filed and up-to-date.
- Retrieve documents as needed.
- Create and maintain filing logs.
- Purge old documents as needed.
- Assist with other administrative tasks as needed.

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JSW Steel Careers

Skills:

- Strong organizational and filing skills.
- Excellent attention to detail.
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint).
- Ability to work independently and as part of a team.
- Ability to meet deadlines.
- Ability to work under pressure.

Qualifications:

- High school diploma or equivalent.
- 1-2 years of experience in a filing or administrative role.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint).
- Ability to work independently and as part of a team.
- Ability to meet deadlines.
- Ability to work under pressure.

Important Links   **Find the Link in Apply Now Button**

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