



<https://jobroll.govhelp.in/job/nerolac-recruitment-2023-free-job-alert-office-clerk-post/>

Nerolac Recruitment 2023 – Free Job Alert – Office Clerk Post

Hiring organization
Nerolac

Job Location

India
Remote work from: IND

Date posted
August 3, 2023

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Valid through
31.12.2023

Base Salary

USD 12,000 - USD 17,000

APPLY NOW

Qualifications

Graduate

Employment Type

Full-time

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Description

Nerolac Recruitment 2023

We are looking for an Office Clerk to join our team at Nerolac. The ideal candidate will be a highly organized and efficient individual with excellent communication and customer service skills. The Office Clerk will be responsible for a variety of administrative tasks, including maintaining files and records, answering phones, and preparing correspondence.

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Nerolac Jobs Near Me

Responsibilities:

- Maintain files and records in a safe and organized manner
- Answer phones and direct calls to the appropriate person
- Prepare correspondence, including letters, emails, and reports
- Order office supplies and maintain inventory
- Assist with other administrative tasks as needed

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Nerolac Careers

Skills

- Excellent written and verbal communication skills

- Strong organizational and time management skills
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook)
- Ability to work independently and as part of a team
- Attention to detail and accuracy

Qualifications

- High school diploma or equivalent
- 1-2 years of experience in an office setting
- Excellent customer service skills
- Ability to work flexible hours, including evenings and weekends

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

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