

Nykaa Recruitment 2023 – All India Jobs – File Clerk Post

Hiring organization
Nykaa

Job Location

India
Remote work from: India

Date posted
August 7, 2023

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Valid through
25.10.2023

Base Salary

USD 28,000 - USD 38,000

APPLY NOW

Qualifications

Graduate

Employment Type

Full-time

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Description

Nykaa Recruitment 2023

The File Clerk is responsible for the organization and maintenance of Nykaa's filing system. This includes receiving, sorting, filing, and retrieving documents. The File Clerk also assists with other administrative tasks as needed.

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Nykaa Careers

Responsibilities:

- Receive, sort, and file documents in a timely and accurate manner.
- Maintain the filing system in a neat and organized manner.
- Retrieve documents as needed.
- Assist with other administrative tasks as needed.

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Nykaa Jobs Near Me

Skills:

- Strong analytical and problem-solving skills
- Excellent data visualization skills
- Proficient in SQL, Python, and other data analysis tools
- Experience with data mining and machine learning techniques
- Excellent communication and presentation skills

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.

Important Links Proficient in Microsoft Office Suite

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

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