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Office Clerk For Private Jobs - Tech Mahindra/Apply Online Job Search

Hiring organization
Tech Mahindra

Job Location

India
Remote work from: IND

Date posted
March 7, 2024

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Valid through
31.08.2024

Base Salary

USD 13 - USD 28

APPLY NOW

Qualifications

Graduate

Employment Type

Full-time

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Description

Office Clerk

We are seeking a highly motivated and organized Office Clerk to join our dynamic team. In this role, you will play a vital role in ensuring the smooth day-to-day operations of our office. You will be responsible for a variety of administrative tasks, providing support to various departments, and contributing to a positive and efficient work environment.

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Responsibilities:

- Provide administrative support to assigned departments, which may include tasks such as scheduling meetings, preparing presentations, and managing travel arrangements.
- Maintain accurate and up-to-date filing systems (both physical and digital) to ensure efficient document retrieval.
- Process invoices, purchase orders, and other financial documents, adhering to company policies and procedures.
- Answer phones and emails in a professional and courteous manner, directing inquiries to the appropriate personnel.
- Perform other duties as assigned.

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Tech Mahindra Careers

Skills:

- Strong organizational and time management skills with the ability to prioritize multiple tasks.
- Excellent communication and interpersonal skills, with the ability to interact effectively with colleagues and clients at all levels.
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint) and comfortable learning new software programs.
- Strong attention to detail and accuracy.
- Ability to work independently and as part of a team.

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