



<https://jobroll.govhelp.in/job/philips-recruitment-2023-all-india-jobs-file-clerk-post/>

## Philips Recruitment 2023 – All India Jobs – File Clerk Post

### Job Location

India  
Remote work from: India

(adsbygoogle = window.adsbygoogle || []).push({});

### Base Salary

USD 15,000 - USD 24,000

### Qualifications

12th Passed & Graduate

### Employment Type

Full-time

(adsbygoogle = window.adsbygoogle || []).push({});

### Description

## Philips Recruitment 2023

The File Clerk is responsible for organizing, storing, and retrieving paper and electronic documents for the Philips organization. This includes maintaining filing systems, making copies of paperwork, and distributing documents as needed. The File Clerk must be able to work independently and as part of a team, and must be able to maintain confidentiality of all documents.

(adsbygoogle = window.adsbygoogle || []).push({});

### Philips Jobs Near Me

#### Responsibilities:

- Organize and maintain filing systems for paper and electronic documents.
- Make copies of paperwork as needed.
- Retrieve documents for other departments and personnel.
- Maintain confidentiality of all documents.
- Other duties as assigned.

(adsbygoogle = window.adsbygoogle || []).push({});

### Philips Careers

#### Skills:

- Excellent organizational skills.

### Hiring organization

Philips

### Date posted

August 26, 2023

### Valid through

31.12.2023

APPLY NOW

- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint).
- Ability to work independently and as part of a team.
- Ability to maintain confidentiality.
- Attention to detail.

**Qualifications:**

- High school diploma or equivalent.
- 1-2 years of experience in a file clerk or similar role.
- Excellent written and verbal communication skills.

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

(adsbygoogle = window.adsbygoogle || []).push({});

(adsbygoogle = window.adsbygoogle || []).push({});