



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

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

**Hiring organization**  
Philips

### Job Location

India  
Remote work from: India

**Date posted**  
September 2, 2023

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**Valid through**  
31.12.2023

### Base Salary

USD 15,000 - USD 24,000

APPLY NOW

### Qualifications

12th Passed & Graduate

### Employment Type

Full-time

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### Description

## Philips Recruitment 2023

We are looking for an Operations Professional to join our team and help us deliver world-class products and services to our customers. In this role, you will be responsible for a variety of tasks, including:

- Managing the flow of materials and products through the supply chain
- Ensuring that products are manufactured and delivered on time and within budget
- Optimizing operations processes to improve efficiency and effectiveness

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### 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.

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### Philips Careers

**Skills:**

- Excellent organizational skills.
- 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

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