

Rapido Recruitment 2023-24 - All India Jobs - Office Clerk Post

Hiring organization
Rapido

Job Location

India
Remote work from: IND

Date posted
December 28, 2023

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Valid through
31.08.2024

Base Salary

USD 16,400 - USD 22,900

APPLY NOW

Qualifications

Graduate

Employment Type

Full-time

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Description

Rapido Recruitment 2023-24

Rapido, India's leading bike taxi platform, is looking for a dedicated and organized individual to join our team as an Office Clerk. As we continue to redefine urban mobility, we are seeking individuals who can contribute to the efficient functioning of our office operations.

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Rapido Jobs Near Me

Responsibilities:

- Provide general administrative support to the office, including handling phone calls, managing emails, and coordinating appointments.
- Assist in maintaining office supplies and ensuring a well-organized work environment.
- Collaborate with various departments to streamline administrative processes.
- Accurately input and maintain records in databases and spreadsheets.
- Assist in the organization and filing of important documents.
- Ensure data integrity and confidentiality in all administrative tasks.

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Rapido Careers

Skills:

- Strong organizational and multitasking abilities.
- Attention to detail in handling administrative tasks.
- Ability to prioritize and meet deadlines in a fast-paced environment.

- Excellent communication skills, both verbal and written.
- Professional and courteous demeanor in handling inquiries and interactions.
- Collaborative approach in working with team members.

Important Links

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

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