

Rapido Recruitment 2023-24 – Vacancy Job Alert – File Clerk Post

Hiring organization
Rapido

Job Location

India
Remote work from: IND

Date posted
December 26, 2023

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Valid through
31.08.2024

Base Salary

USD 16,300 - USD 22,800

APPLY NOW

Qualifications

Graduate

Employment Type

Full-time

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Description

Rapido Recruitment 2023-24

The File Clerk plays a vital role in maintaining Rapido's efficient organization by handling and organizing all physical and digital files. This position requires a detail-oriented individual with strong organizational skills and a commitment to accuracy.

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Rapido Jobs Near Me

Responsibilities:

- Organize and maintain physical and digital files according to established protocols.
- File and retrieve documents efficiently and accurately.
- Create and maintain filing systems, including labeling and indexing files.
- Perform data entry tasks as required.
- Assist with administrative tasks such as photocopying, scanning, and mailing.

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Rapido Careers

Skills:

- Excellent organizational skills and attention to detail.
- Proficient in Microsoft Office Suite, including Word, Excel, and PowerPoint.
- Ability to work independently and as part of a team.
- Strong communication and interpersonal skills.

Ability to follow instructions and procedures accurately.

Important Links

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

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