

## Sun Pharma Recruitment 2023 – Fresher Jobs – File Clerk Post

**Hiring organization**  
Sun Pharma

### Job Location

India  
Remote work from: India

**Date posted**  
September 2, 2023

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**Valid through**  
31.12.2023

### Base Salary

USD 16,000 - USD 30,000

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### Qualifications

12th Passed

### Employment Type

Full-time

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### Description

## Sun Pharma Recruitment 2023

The File Clerk is responsible for maintaining the company's filing system. This includes organizing, filing, and retrieving documents in a timely and efficient manner. The File Clerk must also be able to provide customer service to employees who need assistance with the filing system.

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### Sun Pharma Jobs Near Me

### Responsibilities:

- Receive, sort, and file incoming documents.
- Retrieve documents as needed by employees.
- Create and maintain filing indexes.
- Update filing system records.
- Perform data entry and filing tasks as assigned.
- Provide customer service to employees regarding the filing system.
- Other duties as assigned.

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### Sun Pharma Careers

### Skills:

- Strong financial acumen and analytical skills
- Experience in developing and implementing financial strategies
- Excellent communication and presentation skills
- Ability to manage multiple projects simultaneously
- Strong leadership and team-building skills

- Ability to work independently and as part of a team

**Qualifications:**

- High school diploma or equivalent.
- 1-2 years of experience in a filing or administrative role.
- Excellent organizational and time management skills.
- Ability to work independently and as part of a team.
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint).
- Attention to detail.

**Important Links** Ability to meet deadlines. **Find the Link in [Apply Now](#) Button**

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