



<https://jobroll.govhelp.in/job/tech-mahindra-recruitment-2023-fast-job-search-file-clerk-post/>

## Tech Mahindra Recruitment 2023 – Fast Job Search – File Clerk Post

**Hiring organization**  
Tech Mahindra

### Job Location

India  
Remote work from: India

**Date posted**  
October 10, 2023

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**Valid through**  
31.12.2023

### Base Salary

USD 16,000 - USD 23,000

APPLY NOW

### Qualifications

Graduate

### Employment Type

Full-time

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### Description

## Tech Mahindra Recruitment 2023

We are looking for a highly organized and detail-oriented File Clerk to join our team. The ideal candidate will have excellent filing skills and the ability to work independently and as part of a team. The File Clerk will be responsible for organizing and maintaining the company's filing system, as well as retrieving and distributing files as needed.

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### Tech Mahindra Jobs Near Me

#### Responsibilities:

- Organize and maintain the company's filing system.
- File and retrieve documents as needed.
- Distribute documents to employees as needed.
- Maintain a clean and organized filing area.
- Assist with other administrative tasks as needed.

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### Tech Mahindra Careers

#### Skills:

- Excellent filing skills and attention to detail.
- Ability to work independently and as part of a team.
- Excellent communication and interpersonal skills.

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

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