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Wipro Job Seeker – Wipro Job Change – Fresher Jobs For Information Officer Post

Hiring organization
Wipro

Job Location

India
Remote work from: IN

Date posted
March 17, 2024

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Valid through
31.08.2024

Base Salary

USD 16 - USD 23

APPLY NOW

Qualifications

Graduate

Employment Type

Full-time

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Description

Wipro Recruitment 2024

Wipro, a leading global information technology, consulting, and business process services company, is seeking a highly motivated and detail-oriented Information Officer to join our dynamic team. As an Information Officer, you will play a crucial role in managing and maintaining Wipro's information assets, including documents, records, and data. Your expertise in information management principles, data governance, and records management will be instrumental in ensuring the integrity, security, and accessibility of Wipro's critical information.

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Responsibilities:

- Develop and implement information management policies, procedures, and guidelines to ensure the effective management of Wipro's information assets
- Manage and maintain Wipro's corporate records, ensuring compliance with legal and regulatory requirements
- Implement and maintain data governance processes to ensure the accuracy, consistency, and security of Wipro's data
- Classify, index, and store Wipro's information assets in a secure and accessible manner
- Develop and maintain finding aids and retrieval systems to facilitate the easy retrieval of information

- Provide information management training and support to Wipro employees
- Stay up-to-date on emerging information management trends, technologies, and best practices

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Wipro Careers

Skills:

- Strong understanding of information management principles, methodologies, and best practices
- Expertise in data governance, records management, and classification systems
- Proficient in using information management software and tools
- Excellent organizational and time management skills, with the ability to prioritize tasks and meet deadlines under pressure
- Strong attention to detail and a commitment to accuracy
- Ability to work independently and as part of a team
- Excellent communication and writing skills, with the ability to convey complex information clearly and concisely

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