

Byju's Careers 2023 – 2+Year Exp. – Job Vacancy – File Clerk Post

Hiring organization
Byju's

Job Location

India
Remote work from: India

Date posted
May 8, 2023

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Valid through
31.12.2023

Base Salary

Rs. 32,000 - Rs. 41,000

APPLY NOW

Qualifications

12th pass

Employment Type

Full-time

Experience

2+Year Exp

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Description

Byju's Recruitment 2023

The File Clerk will be responsible for organizing and maintaining all company records. This includes filing documents in the appropriate location,

Byju's Jobs Near Me

The File Clerk will also be responsible for liaising with other departments to ensure that all company records are accurate.

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Byju's Careers

Responsibilities:

- Organize and maintain all company records, including filing documents in the appropriate location, creating and tracking digital files, and ensuring paperwork is up-to-date and accessible
- Liaise with other departments to ensure the accuracy of all company records

Qualifications:

- High school diploma or equivalent experience
- Familiarity with record-keeping procedures
- Strong attention to detail
- Ability to stay organized in a fast-paced environment

Important Links

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

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