

## 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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