

F D C Ltd Recruitment 2023 – Apply Online – Office Clerk Post

Hiring organization
F D C Ltd

Job Location

India
Remote work from: India

Date posted
January 25, 2023

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Valid through
31.12.2023

Base Salary

Rs. 25,000 - Rs. 30,000

APPLY NOW

Qualifications

Graduate

Employment Type

Full-time

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Description

F D C Ltd Recruitment 2023

The Office Clerk is responsible for providing clerical and administrative support to the office.

Jobs Near Me

Qualifications:

- High school diploma or equivalent
- Work experience in an administrative or clerical capacity
- Strong organizational skills
- Ability to multi-task

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Apply Online Jobs

hey will be responsible for handling office duties such as answering phones, greeting guests, and managing the office calendar.

Responsibilities:

- Answer phones and greet guests
- Manage the office calendar

-Handle office duties such as mailing, faxing, and copying

Provide clerical and administrative support to the office

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

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