

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

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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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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