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IBM Careers Recruitment 2023 – Job Application – Private Jobs – Office Clerk Post

Hiring organization
IBM

Job Location

India
Remote work from: India

Date posted
July 3, 2023

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Valid through
31.12.2023

Base Salary

Rs. 33,000 - Rs. 55,000

APPLY NOW

Qualifications

bachelor's degree

Employment Type

Full-time

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Description

Google Recruitment 2023

Job Description:

Position: Office Clerk

Location: [All India]

Company Overview: IBM is a globally renowned technology company that provides innovative solutions and services in various domains. We are currently seeking a dedicated and organized Office Clerk to join our team. As an Office Clerk, you will be responsible for providing administrative support and ensuring smooth operations within the office environment.

Free Jobs

Responsibilities:

1. Greet and assist visitors, clients, and employees in a professional and courteous manner.
2. Manage incoming calls and emails, directing inquiries to the appropriate departments or individuals.
3. Handle office correspondence, including sorting and distributing mail, and coordinating courier services as needed.
4. Maintain and update various office records and databases, ensuring accuracy and confidentiality.

5. Schedule and coordinate appointments, meetings, and conference room bookings.
6. Prepare and edit documents, presentations, and reports using office software and tools.
7. Assist in organizing and maintaining office supplies, equipment, and inventory.
8. Support the HR department in employee onboarding and offboarding processes, including documentation and record-keeping.
9. Collaborate with internal teams to facilitate effective communication and coordination.
10. Perform general administrative tasks, such as photocopying, filing, and data entry.

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Job Vacancy

Skills and Qualifications:

- Excellent verbal and written communication skills.
- Strong organizational and multitasking abilities.
- Proficiency in using office software, including word processing, spreadsheet, and presentation tools.
- Attention to detail and accuracy in handling documentation and data.
- Ability to maintain confidentiality and handle sensitive information with discretion.
- Strong interpersonal skills and ability to work well in a team environment.
- Problem-solving skills and the ability to adapt to changing priorities.
- Familiarity with office equipment and basic troubleshooting.

- **Experience as a Fresher:**

- Qualifications:

1. Minimum of a high school diploma or equivalent.
2. Freshers are welcome to apply, with a strong commitment to professionalism and efficiency.
3. Previous experience in an office environment or administrative role will be an advantage.
4. Basic computer literacy and knowledge of office software.

Important Links

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

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