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Lenovo Recruitment 2023 – Jobs For Fresher – Clerk Post

Hiring organization
Lenovo

Job Location

India
Remote work from: India

Date posted
March 16, 2023

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Valid through
31.12.2025

Base Salary

Rs. 12,500 - Rs. 18,000

APPLY NOW

Qualifications

12th Passed/Graduate

Employment Type

Full-time

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Description

Lenovo Recruitment 2023

The Clerk is responsible for the accurate and timely processing of company data. This includes data entry, maintaining records, and preparing reports

Lenovo Work From Home

Qualifications:

- High school diploma or equivalent
- One year of experience in a clerical role
- Strong organizational skills
- Good customer service skills

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Lenovo Jobs Near Me

Responsibilities:

- Handle complex travel arrangements including visa applications
- Document and track expenses for review by the Director of Finance
- Process invoices and payments

Important Links Generate reports as needed **Find the Link in [Apply Now](#) Button**

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