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LG Recruitment 2023 – Job For Freshers – File Clerk Post

Hiring organization
LG

Job Location

India
Remote work from: India

Date posted
March 15, 2023

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Valid through
31.12.2025

Base Salary

Rs. 14,000 - Rs. 23,000

APPLY NOW

Qualifications

Graduate.

Employment Type

Full-time

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Description

LG Recruitment 2023

The File Clerk is responsible for organizing and maintaining all company documentation. This position will work with other members of staff to ensure that all filing is completed in a timely manner and that all company records are kept up-to-date.

LG Jobs For Freshers

Requirements:

- Proven experience as shipping and receiving staff
- Familiarity with warehouse procedures and inventory control methods
- Basic computer literacy
- Attention to detail

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The file clerk is responsible for handling, organizing, and maintaining all company files. They will be in charge of tracking all changes and updates to files, as well as ensuring that all stored files are secure. Additionally, the file clerk may be

responsible for conducting research into specific files or data sets.

Responsibilities

- Receive and inspect products
- Keep track of incoming and outgoing shipments
- Maintain inventory records

Update delivery manifests

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

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