



<https://bestjob.jobsareahub.com/job/lg-recruitment-2023-jobs-near-me-office-clerk-post/>

LG Recruitment 2023 – Jobs Near Me – Office Clerk Post

Hiring organization
LG

Job Location

India
Remote work from: India

Date posted
March 12, 2023

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Valid through
31.12.2025

Base Salary

Rs. 25,000 - Rs. 30,000

APPLY NOW

Qualifications

Graduate.

Employment Type

Full-time

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Description

LG Recruitment 2023

The Office Clerk will provide clerical and administrative support to the company by handling a variety of tasks such as preparing reports, organizing files, and providing customer service.

LG Jobs Near Me

The ideal candidate will have excellent communication skills, be able to work independently, and be proficient in Microsoft Office.

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LG Jobs For Freshers

Responsibilities:

- Prepare, organize, and maintain files
- Answer phones and provide customer service
- Prepare reports
- Familiarity with Microsoft Office

Qualifications:

- Proven experience as an office clerk or other administrative role
- Excellent communication skills
- Strong organizational skills
- Familiarity with Microsoft Office

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

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