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Nectar Lifesciences Ltd Recruitment 2023 – Apply Online – File Clerk Job

Hiring organization
Nectar Lifesciences Ltd

Job Location

India
Remote work from: India

Date posted
January 25, 2023

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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

Nectar Lifesciences Ltd Recruitment 2023

The File Clerk is responsible for organizing, storing, and retrieving files. They will also be responsible for maintaining the company's filing system.

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Qualifications:

- High school diploma or equivalent
- Basic computer skills -Familiarity with Microsoft Office
- Familiarity with HR software and databases

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The File Clerk is a key member of the team and must be able to work independently.

Responsibilities:

- Organize and store files
- Retrieve files as needed

Maintain the company's filing system

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

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