

Novartis India Ltd Recruitment 2023 – Apply Online – Clerk Job

Hiring organization
Novartis India Ltd

Job Location

India
Remote work from: India

Date posted
January 24, 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

Novartis India Ltd Recruitment 2023

The Clerk is responsible for providing clerical and administrative support to the department. The Clerk will be responsible for.

Jobs Near Me

Qualifications:

- High school diploma or equivalent
- Some post-secondary education or training in clerical or administrative support functions
- Experience in a customer service or administrative support role
- Order supplies
- Handle correspondence
- Type letters and memos

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Apply Online Jobs

The clerk is responsible for providing clerical and administrative support to the department. Essential duties and responsibilities include, but are not limited to,

Responsibilities:

- General office duties such as handling mail, filing, and ordering supplies
- Answering phones and directing calls
- Providing customer service or support

Assisting with clerical or administrative tasks

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

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