

## Persistent Systems Limited Recruitment 2023 – Apply Online – File Clerk Job

**Hiring organization**  
Persistent Systems Limited

### Job Location

India  
Remote work from: India

**Date posted**  
May 6, 2023

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**Valid through**  
31.12.2025

### Base Salary

Rs. 22,000 - Rs. 42,000

APPLY NOW

### Qualifications

Graduate

### Employment Type

Full-time

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### Description

## Persistent Systems Limited Recruitment 2023

The file clerk is responsible for the organization, maintenance, and retrieval of files in the office. This person will be required to keep track of new and old files, as well as where each file is located. They may also be required to shred confidential information.

### Persistent Systems Limited Jobs Near Me

The file clerk is responsible for organizing and maintaining files in a company. They may also be responsible for retrieving files as needed.

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### Persistent Systems Limited Careers

The file clerk position is responsible for maintaining an accurate and up-to-date inventory of all the files in the office. Furthermore, the file clerk will distribute and track all outgoing and incoming mail.

### RESPONSIBILITIES:

- Maintain an accurate and up-to-date inventory of all the files in the office
- Distributing and tracking all outgoing and incoming mail

### QUALIFICATIONS:

- High school diploma or equivalent
- 1-year experience working in an office setting
- Proficient in Microsoft Office

## Important Links

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

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