

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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