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Vadilal Recruitment 2023 – Job For Freshers – Office Clerk post

Hiring organization
Vadilal

Job Location

India
Remote work from: India

Date posted

February 21, 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

Vadilal Recruitment 2023

The office clerk is responsible for a wide range of tasks in an office setting, from filing and copying to data entry and customer service.

The office clerk should be able to work efficiently and have a good knowledge of Microsoft Office applications.

Vadilal 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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Vadilal Jobs For Freshers

Responsibilities:

- Answer phones and greet visitors
- Copy, scan, and file documents
- Perform data entry
- Handle customer inquiries

Skills:

- Strong knowledge of Microsoft Office applications
- Friendly and professional demeanor

Excellent organizational skills

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

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