

WOW Momo Recruitment 2023 - 2+Years Experience Required - File Clerk Post

Hiring organization
WOW Momo

Job Location

India
Remote work from: India

Date posted
April 27, 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

Experience

2+Years Experience Required

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Description

WOW Momo Recruitment 2023

The File Clerk is responsible for organizing and maintaining physical and electronic files. They will be responsible for data entry, ensuring that all documents are filed correctly, and creating and managing records databases. This is a critical role in ensuring that the company can access the information it needs quickly and efficiently.

WOW Momo Jobs Near Me

The File Clerk is responsible for handling and organizing the office's paperwork. They will maintain an up-to-date system for tracking all documents, and will be in charge of retrieving and distributing files as needed. The File Clerk must be able to stay organized and keep track of numerous requests simultaneously. This position requires excellent attention to detail.

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WOW Momo Careers

The file clerk is responsible for organizing and maintaining physical and digital files. They will use their organizing skills to make sure that the company's files are easy to find and accessible. Additionally, the file clerk might be responsible for scanning and digitalizing records.

Qualifications: –

High school diploma or equivalent.

Knowledge of computer software and database systems.

Strong organizational skills.

Ability to work independently.

Responsibilities: –

Track documents and files within office.

Organize and manage paper and electronic files.

Create and maintain indices, database systems, and filing systems.

Assist with special projects as needed.

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

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