

Accenture Careers 2023 – Vacancy Job Alert – Fast Job Search – Human Resources Post

Hiring organization

Accenture

Job Location

Building No. 3, Fourth Floor Infospace Plot No. 20 & 21, Seaview Developer, Sector 135, Noida, Uttar Pradesh 201301, 201301, Noida, Uttar Pradesh, India

Remote work from: India

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Date posted

July 3, 2023

Valid through

31.12.2023

APPLY NOW

Base Salary

Rs. 33,000 - Rs. 40,000

Qualifications

Graduate

Employment Type

Full-time

Experience

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Description

Accenture Recruitment 2023

Position: File Clerk

Location: All India

Company Overview: Accenture is a global professional services company that provides a wide range of services and solutions in consulting, technology, and outsourcing. We are currently seeking a detail-oriented and organized File Clerk to join our team. As a File Clerk, you will play a vital role in maintaining and organizing physical and digital records, ensuring efficient and accurate document management.

Jobs Alerts

Responsibilities:

1. Receive and process incoming documents, ensuring they are properly labeled, sorted, and logged into the file management system.
2. Organize and maintain physical and digital files, following established procedures and file structures.
3. Conduct regular audits to ensure the accuracy and completeness of files, and make necessary updates or corrections.
4. Retrieve requested files and documents promptly and accurately, providing support to internal teams as needed.
5. Assist in implementing and maintaining efficient filing systems, both physical

and electronic, to optimize accessibility and retrieval.

6. Coordinate with internal stakeholders to transfer files to off-site storage, following the appropriate retention schedules and compliance guidelines.
7. Monitor file inventory levels and requisition necessary supplies to support ongoing file management operations.
8. Provide general administrative support, such as photocopying, scanning, and mailing documents, as required.
9. Adhere to company policies and procedures regarding confidentiality and data protection.

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Private Job

Skills:

1. Strong attention to detail and organizational skills.
2. Excellent time management and multitasking abilities.
3. Proficiency in using document management systems and office software (e.g., Microsoft Office Suite).
4. Familiarity with file organization techniques and best practices.
5. Strong written and verbal communication skills.
6. Ability to work independently with minimal supervision.
7. Adaptability and willingness to learn new systems and processes

Qualifications:

1. Minimum of a high school diploma or equivalent.
2. Freshers are welcome to apply, with a strong commitment to accuracy and attention to detail.
3. Previous experience in file management or administrative roles will be an advantage.
4. Basic computer literacy and knowledge of office equipment (e.g., scanners, printers)

Important Links

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

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