

Asian Paint Recruitment 2023 – Private Jobs – Fast Job – Office Clerk Post

Hiring organization
Asian Paint

Job Location

Q5J5+M34, SH 9, Sahabganj, Vaidehi Nagar, Faizabad, Uttar Pradesh 224001, 224001, Ayodhya, Uttar Pradesh, India

Date posted
June 8, 2023

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Valid through
31.12.2023

Base Salary

Rs. 35,000 - Rs. 43,000

APPLY NOW

Qualifications

Graduate.

Employment Type

Full-time

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Description

Asian Paint Jobs In India

Job Description:

Asian Paints, a leading paint manufacturer, is seeking a detail-oriented and organized individual to join our team as an Office Clerk. As an Office Clerk, you will play a crucial role in ensuring smooth administrative operations and supporting various departments within our organization. Your strong organizational skills and attention to detail will contribute to the efficient functioning of our office.

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Responsibilities:

1. Administrative Support:
 - Assist in managing day-to-day administrative tasks, such as handling incoming calls, emails, and correspondence.
 - Maintain and update records, files, and databases, ensuring accuracy and confidentiality.
 - Prepare and distribute documents, reports, and presentations as required.
 - Assist in coordinating meetings, conferences, and travel arrangements for employees.
2. Data Entry and Processing:
 - Enter and process data accurately and efficiently into designated systems or spreadsheets.
 - Verify and cross-check data for errors, inconsistencies, or missing information.
 - Generate reports and summaries based on entered data, as required.

- Assist in data clean-up and data validation projects.
- 3. Office Coordination and Communication:
 - Coordinate office supplies and equipment, ensuring availability and functionality.
 - Manage office schedules and calendars, including room bookings and meeting arrangements.
 - Support internal communication efforts, such as disseminating information and announcements.
 - Collaborate with team members to ensure smooth communication and coordination across departments.

Jobs Near Me

Skills and Qualifications:

- High school diploma or equivalent qualification.
- Strong organizational and time management skills, with the ability to prioritize tasks and meet deadlines.
- Excellent attention to detail and accuracy in data entry and administrative tasks.
- Proficient in using computer systems and software applications, including MS Office Suite.
- Good communication skills, both written and verbal.
- Ability to work independently and collaborate effectively as part of a team.
- Strong problem-solving skills and the ability to adapt to changing priorities.
- Familiarity with office equipment and basic office management practices.

Experience as a Fresher:

- No prior work experience is required. However, any internships, academic projects, or relevant coursework demonstrating administrative skills and attention to detail would be advantageous.

Join our dynamic team at Asian Paints and contribute to our mission of transforming spaces with color and creativity. We offer a supportive work environment, professional development opportunities, and the chance to be part of a renowned paint manufacturing company.

Important Links

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

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