



<https://jobquest.jobsworld.com/job/amazon-recruitment-2023-2-years-experience-required-file-clerk-post/>

Amazon Recruitment 2023 – 2+ Years Experience Required – File Clerk Post

Hiring organization
Amazon

Job Location

India
Remote work from: India

Date posted
March 27, 2023

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Valid through
30.09.2023

Base Salary

Rs. 19,000 - Rs. 27,000

APPLY NOW

Qualifications

Graduate

Employment Type

Full-time

Experience

2+ Years Experience Required

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Description

Amazon Recruitment 2023

The File Clerk will maintain the organization of files and records in the office by performing the following duties:

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Receives and sorts incoming mail and prepares items for distribution.
2. Retrieves files from shelves, compiles records, and prepares them for distribution.
3. Prepares memo and correspondence packets.
4. Maintains an orderly office work area.

Amazon Work From Home Jobs

EDUCATION and/or EXPERIENCE:

High school diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and

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Amazon Jobs Near Me

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Important Links

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

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