



<https://jobquest.jobsleworld.com/job/blinkit-recruitment-2023-bpo-jobs-file-clerk-post/>

## Blinkit Recruitment 2023 – BPO Jobs – File Clerk Post

**Hiring organization**  
Blinkit

### Job Location

Amarpatti, 221101, Varanasi, Uttar Pradesh, India

**Date posted**  
June 21, 2023

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**Valid through**  
30.09.2025

### Base Salary

Rs. 8,000 - Rs. 13,000

**APPLY NOW**

### Qualifications

12th, Graduate

### Employment Type

Full-time

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### Description

## Blinkit Jobs in India

### File Clerk

### Job Description

Blinkit is looking for a File Clerk to join our team in Amarpatti, Uttar Pradesh. The ideal candidate will be a highly organized and detail-oriented individual with excellent filing and administrative skills. The File Clerk will be responsible for organizing and maintaining the company's files and records in Amarpatti.

### Responsibilities

- Organize and maintain the company's files and records in Amarpatti.
- Receive, sort, and file incoming paperwork in Amarpatti.
- Create and maintain filing systems in Amarpatti.
- Retrieve files and records as needed in Amarpatti.
- Perform other administrative tasks as assigned in Amarpatti.

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### Skills

- Excellent organizational and time management skills.
- Excellent attention to detail.
- Proficient in Microsoft Office Suite.
- Ability to work independently and as part of a team.

### **Qualifications**

- High school diploma or equivalent.
- 1-2 years of experience in a file clerk or administrative role.
- Excellent organizational and time management skills.
- Proficient in Microsoft Office Suite.

### **Important Links**

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

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