

Blue Dart Express Recruitment 2023 – 2+ Years Experience Required – Office Clerk Post

Hiring organization
Blue Dart Express

Job Location

India
Remote work from: India

Date posted
March 25, 2023

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Valid through
30.09.2025

Base Salary

Rs. 17,000 - Rs. 24,000

APPLY NOW

Qualifications

8th, 10th, 12th, Graduate

Employment Type

Full-time

Experience

2+Years Experience Required

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Description

Blue Dart Express Recruitment 2023

The Office Clerk is responsible for the management of all office operations. The Clerk will maintain workflow by organizing the office; distributing and prioritizing incoming and outgoing mail, packages, and other communications; and maintaining office supplies. The Clerk will be responsible for preparing meeting materials, maintaining and updating company databases, preparing presentations, and other clerical duties as assigned.

Blue Dart Express Work From Home Jobs

The Office Clerk is primarily responsible for providing clerical and administrative support to the office. This position will be responsible for a wide range of activities, including answering phones, greeting guests, and maintaining office supplies. This position will also be responsible for data entry, preparing reports, and other clerical duties as assigned.

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Blue Dart Express Jobs For Freshers

Qualifications

- High school diploma or equivalent
- Prior experience in a clerical or administrative role
- Strong typing and data entry skills
- Excellent organizational skills

Strong attention to detail

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

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