



<https://jobquest.jobsleworld.com/job/colgate-jobs-2023-jobs-near-me-office-clerk-post/>

Colgate Jobs 2023 – Jobs Near Me – Office Clerk Post

Hiring organization
Colgate

Job Location

India
Remote work from: India

Date posted
January 18, 2023

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Valid through
31.12.2025

Base Salary

Rs. 9,000 - Rs. 12,500

APPLY NOW

Qualifications

12th, Graduate

Employment Type

Full-time

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Description

Colgate Recruitment 2023

The office clerk is responsible for providing clerical and administrative support to the office.

Colgate Jobs For Freshers

Responsibilities:

Answer phones and greet visitors -Sort and distribute mail -Organize and maintain files -Process orders and requests

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Colgate Work From Home Jobs

Skills:

-High school diploma or equivalent -One year of experience providing clerical or

administrative support -Familiarity with office equipment and software -Strong customer service skills

Important Links

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

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