

## DTDC Recruitment 2023 – Jobs Near Me – Office Clerk Post

**Hiring organization**  
DTDC

### Job Location

India  
Remote work from: India

**Date posted**  
January 5, 2023

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**Valid through**  
30.09.2025

### Base Salary

Rs. 9,000 - Rs. 11,000

APPLY NOW

### Qualifications

10th, 12th, Graduate

### Employment Type

Full-time

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### Description

## DTDC Recruitment 2023

DTDC are looking Candidates For a Office Clerk Jobs.

### DTDC Work From Home Jobs

The Office Clerk is a key role in any organization, providing vital administrative and clerical support. The Office Clerk is responsible for dealing with incoming and outgoing correspondence, managing filing systems, preparing documents, handling data entry, and maintaining the office environment.

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### Jobs For Freshers

The successful Office Clerk must have excellent organizational and communication skills, be detail-oriented, and possess a strong work ethic. The Office Clerk must be proficient with Microsoft Office and other relevant software programs. The Office Clerk is also expected to provide general administrative support to other personnel as needed.

### Important Links

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

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