



<https://jobquest.jobsworld.com/job/havells-india-limited-recruitment-2023-jobs-near-me-file-clerk-post/>

Havells India Limited Recruitment 2023 – Jobs Near Me – File Clerk Post

Hiring organization
Havells India Limited

Job Location

India
Remote work from: India

Date posted
January 16, 2023

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Valid through
30.09.2025

Base Salary

Rs. 9,000 - Rs. 21,000

APPLY NOW

Qualifications

12th, Graduate

Employment Type

Full-time

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Description

Havells India Limited Recruitment 2023

The File Clerk will be responsible for the accurate and timely filing of company documents.

Havells India Limited Work From Home Jobs

Responsibilities:

Filing company documents in a timely and accurate manner

Retrieving documents as needed

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Havells India Limited Jobs For Freshers

Qualifications:

High school diploma

Prior experience in a clerical role

Basic knowledge of Microsoft Office

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

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