



<https://jobquest.jobsworld.com/job/jio-recruitment-2023-2-years-experience-required-file-clerk-posts/>

Jio Recruitment 2023 – 2+ Years Experience Required – File Clerk Posts

Hiring organization
Jio

Job Location

India
Remote work possible

Date posted
June 22, 2023

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Valid through
31.12.2025

Base Salary

Rs. 18,000 - Rs. 27,000

APPLY NOW

Qualifications

10th, 12th, Graduate

Employment Type

Full-time

Experience

2+ Years Experience Required

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Description

Jio Recruitment 2023

Job Title: File Clerk

Department: Post Office

Location: [City, State]

Reports To: Postmaster

Summary:

The File Clerk is responsible for maintaining the files and records of the Post Office. This includes filing incoming and outgoing mail, sorting mail, and retrieving files as needed. The File Clerk also performs other clerical duties as assigned.

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The Senior Staff Engineer will also be responsible for developing and driving the technology strategy for the company, ensuring that we are constantly exploring new technologies and trends and integrating them into our product roadmap.

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Jio Jobs For Freshers

Responsibilities:-

- File incoming and outgoing mail.
- Sort mail.
- Retrieve files as needed.
- Perform other clerical duties as assigned.

Qualifications:-

- 10+ years of engineering experience, with at least 5 years in a hands-on leadership role
- Expertise in Core Java, distributed systems, big data, machine learning, or related fields
- Proven track record of innovation and creativity
- Strong problem solving skills

Important Links

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

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