

Lenskart Recruitment 2023 – 2+ Years Experienced Required – Office Clerk Post

Hiring organization
Lenskart

Job Location

India
Remote work from: India

Date posted
March 27, 2023

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Valid through
31.12.2025

Base Salary

Rs. 17,000 - Rs. 27,500

APPLY NOW

Qualifications

12th, Graduate

Employment Type

Full-time

Experience

2+ Years Experienced Required

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Description

Lenskart 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.

Jobs Near Me

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

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Jobs For Freshers

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.

Responsibilities:

- Answer phone calls and greet visitors
- Handle mail and packages
- Organize and maintain files
- Prepare documents and correspondence
- Perform other administrative duties as needed

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

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