

Lenskart Recruitment 2023 – Freshers Jobs – Office Clerk post

Hiring organization

Lenskart

Job Location

India

Remote work from: India

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Base Salary

Rs. 10,000 - Rs. 17,500

Date posted

February 18, 2023

Valid through

31.12.2025

APPLY NOW

Qualifications

12th, Graduate

Employment Type

Full-time

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Description

Lenskart Recruitment 2023

We are looking for an Office Clerk to join our team and support us with our busy schedule. Office Clerk responsibilities include managing office supplies, organizing documents, and facilitating communication between staff.

Jobs Near Me

If you are an energetic and organized individual with excellent communication skills, we would like to meet you.

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Jobs For Freshers

Responsibilities:

- Manage office supplies
- Organize documents
- Facilitate communication between staff
- Perform other administrative tasks as needed

Requirements:

- Proven experience as an office clerk or in a similar role
- Strong organizational skills and attention to detail
- Good communication and interpersonal skills
- Familiarity with office software and hardware

Important Links

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

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