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Patanjali Recruitment 2023 – Jobs Near Me – Office Clerk Post

Hiring organization
Patanjali

Job Location

India
Remote work from: India

Date posted
January 18, 2023

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Valid through
30.09.2025

Base Salary

Rs. 10,000 - Rs. 17,000

APPLY NOW

Qualifications

12th, Graduate

Employment Type

Full-time

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Description

Patanjali Recruitment 2023

The Office Clerk is responsible for a wide range of clerical and administrative tasks in an office setting.

Responsibilities:

– Answer phones and greet visitors – Handle mail and orders for office supplies – Perform data entry and prepare reports – Other clerical tasks as assigned

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Skills & Qualifications:

– High school diploma or equivalent – Previous experience in an administrative or clerical role

Important Links

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

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