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Patanjali Recruitment 2023 – Jobs Near Me – Office Staff Post

Hiring organization
Patanjali

Job Location

India
Remote work from: IND

Date posted
September 13, 2023

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Valid through
30.09.2025

Base Salary

Rs. 10,000 - Rs. 15,000

APPLY NOW

Qualifications

10th,12th Passed

Employment Type

Full-time

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Description

Patanjali Recruitment 2023

The Office Staff is responsible for providing administrative support to the Patanjali office. This includes tasks such as filing, data entry, and customer service.

Responsibilities:

- File and organize documents
- Enter data into computer systems
- Provide customer service
- Answer phone calls and direct customers to the appropriate department
- Handle cash and other transactions
- Maintain inventory of supplies
- Other duties as assigned

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Patanjali Careers

Skills:

- Proficient in Microsoft Office Suite (Excel, Word, PowerPoint)
- Attention to detail
- Ability to work independently and as part of a team
- Excellent communication and customer service skills

Important Links

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

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