

<https://jobquest.jobsworld.com/job/wipro-recruitment-2023-2-years-experience-required-clerk-post/>

## Wipro Recruitment 2023 – 2+ Years Experience Required – Clerk Post

**Hiring organization**  
Wipro

### Job Location

India  
Remote work from: India

**Date posted**  
April 10, 2023

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**Valid through**  
30.09.2025

### Base Salary

Rs. 15,500 - Rs. 23,000

APPLY NOW

### Qualifications

Graduate, BA, BS

### Employment Type

Full-time

### Experience

2+ Years Experience Required

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### Description

## Wipro Recruitment 2023

The Clerk is responsible for performing a variety of clerical duties. This may include preparing and sorting documents, retrieving information, and providing customer service. The Clerk must be able to work independently and have excellent attention to detail.

### Wipro Work From Home Jobs

The role of the clerk is to provide support to the managers and employees of the company. This includes handling correspondence, maintaining records, and performing other administrative tasks. The clerk is also responsible for providing customer service to clients or customers of the company.

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### Wipro Jobs For Freshers

### Responsibilities:

-Provide clerical and administrative support to department

-Answer and direct telephone calls

-Provide customer service to customers and the public

**Qualifications:**

-High school diploma or equivalent

-Knowledge of basic office procedures and equipment

Ability to work independently and have excellent attention to detail

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

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