



<https://jobfy.in/jobs/blue-dart-job-hiring-jobs-for-freshers-fast-job-search-office-clerk/>

## Blue Dart Job Hiring/Jobs For Freshers – Fast Job Search – Office Clerk

### Job Location

India  
Remote work from: Ind

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### Base Salary

USD 11 - USD 22

### Qualifications

12th Passed & Graduate

### Employment Type

Full-time

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### Description

## Blue Dart Job Hiring/Jobs For Freshers

Blue Dart is looking for a talented and experienced Office Clerk to join our team. The ideal candidate will have a strong understanding of office administration principles and practices, as well as the ability to handle a variety of administrative tasks. The successful candidate will also be able to work independently and as part of a team to provide administrative support to the Blue Dart team.

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### Blue Dart Jobs Near Me

#### Responsibilities:

- Handle a variety of administrative tasks, such as filing, data entry, and customer service.
- Prepare and maintain reports.
- Coordinate with other departments to ensure smooth operations.
- Answer phones and provide customer service.

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### Blue Dart Jobs For Freshers

#### Skills:

### Hiring organization

Blue Dart

### Date posted

January 17, 2024

### Valid through

31.08.2024

APPLY NOW

- Strong understanding of office administration principles and practices.
- Proficient in Microsoft Office Suite.
- Excellent communication and interpersonal skills.
- Ability to work independently and as part of a team

**Tags:** Blue Dart, recruitment, job opportunities, career, hiring, job search, job application, job interview, logistics jobs, courier jobs, supply chain jobs, operations jobs, Blue Dart careers, employment, work at Blue Dart, job openings, job vacancies, job opportunities at Blue Dart, Blue Dart jobs, Blue Dart recruitment 2024, Blue Dart hiring 2024, job prospects at Blue Dart, job market trends, future of work, job growth, job security

#### Important Links

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

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