

File Clerk

Job Location

India

Remote work from: IND

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Base Salary

USD 12,500 - USD 18,500

Qualifications

12th Passed & Graduate

Employment Type

Full-time

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Description

Yes Bank Recruitment 2023

We are looking for a highly motivated and experienced File Clerk to join our team. The ideal candidate will have a strong understanding of file management principles and practices, as well as the ability to maintain and organize files in a timely and efficient manner. The successful candidate will be responsible for tasks such as receiving, sorting, and filing documents, as well as retrieving files as needed.

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Yes Bank Careers

Responsibilities:

- Receive, sort, and file documents.
- Retrieve files as needed.
- Maintain an organized filing system.
- Cross-reference files as needed.
- Other duties as assigned.

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Yes Bank Jobs Near Me

Skills:

- Strong understanding of file management principles and practices.
- Excellent organizational and time management skills.
- Ability to work independently and as part of a team.
- Proficient in Microsoft Office Suite.
- Attention to detail.

Hiring organization

Yes Bank Limited

Date posted

July 5, 2023

Valid through

31.12.2023

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Important Links

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