



<https://jobable.govhelp.in/job/colgate-hiring-for-freshers-find-a-job-office-clerk/>

## Colgate Hiring For Freshers – Find a Job – Office Clerk

### Job Location

India  
Remote work from: IND

(adsbygoogle = window.adsbygoogle || []).push({});

### Base Salary

USD 11 - USD 21

### Qualifications

Graduate, 12th

### Employment Type

Full-time

(adsbygoogle = window.adsbygoogle || []).push({});

(adsbygoogle = window.adsbygoogle || []).push({});

### Description

## Colgate Hiring For Freshers

As an Office Clerk at Colgate, you'll be the backbone of our office operations, ensuring smooth day-to-day functioning through efficient administrative support. You'll play a crucial role in keeping our team connected, organized, and focused on driving positive results.

## Colgate Careers

### Responsibilities:

- Greet and direct visitors, manage incoming and outgoing mail, and operate phones and switchboards professionally.
- Maintain accurate filing systems for physical and electronic documents, ensuring easy access and retrieval.
- Coordinate travel arrangements and book meeting rooms, handling logistics with professionalism.
- Prepare reports and presentations, handling data entry and document formatting with accuracy.
- Assist with inventory management, ordering office supplies, and maintaining equipment.
- Perform general clerical tasks, including photocopying, scanning, and faxing.

(adsbygoogle = window.adsbygoogle || []).push({});

### Hiring organization

Colgate

### Date posted

January 26, 2024

### Valid through

31.08.2024

APPLY NOW

## Colgate Jobs Near Me

### Skills:

- Excellent communication and interpersonal skills, building positive relationships with colleagues.
- Strong organizational skills with the ability to prioritize and manage multiple tasks effectively.
- Proficient in computer applications, including MS Word, Excel, and PowerPoint.
- Detail-oriented and accurate with a commitment to high-quality work.
- Positive attitude with a willingness to learn and adapt to new challenges.

### Tags:

colgate recruitment,colgate recruitment process,colgate reviews,colgate company job recruitment,colgate hiring,colgate personality test,colgate employment,colgate assessment test,colgate aptitude test,colgate careers,colgate employment test,colgate salary,colgate internship,colgate excel test

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

```
(adsbygoogle = window.adsbygoogle || []).push({});
```

```
(adsbygoogle = window.adsbygoogle || []).push({});
```