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Colgate Hiring For Freshers – Job Change – Office Clerk in Colgate

Hiring organization
Colgate

Job Location

India
Remote work from: IND

Date posted
January 19, 2024

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Valid through
31.08.2024

Base Salary

USD 11 - USD 21

APPLY NOW

Qualifications

Graduate, 12th

Employment Type

Full-time

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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.

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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:

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