

Ericsson Recruitment 2024 – Free Job Alert – Office Clerk Post

Hiring organization
Ericsson

Job Location

India
Remote work from: IND

Date posted
January 5, 2024

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Valid through
31.08.2024

Base Salary

USD 12,200 - USD 18,000

APPLY NOW

Qualifications

12th/ Graduate

Employment Type

Full-time

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Description

Ericsson Recruitment 2024

As an Office Clerk at Ericsson, you will be the backbone of our administrative operations. You will play a vital role in supporting our team with efficient and accurate assistance in various areas, ensuring a smooth and organized work environment.

Ericsson Careers

Responsibilities:

- Provide administrative support to assigned departments, including data entry, document filing, travel booking, scheduling appointments, and managing calendars.
- Handle routine correspondence, emails, and phone calls with professionalism and courtesy.
- Maintain accurate records and databases, ensuring data integrity and compliance with company policies.
- Process invoices and other financial documents.
- Prepare reports and presentations as required.
- Order and manage office supplies and equipment.
- Perform other duties as assigned.

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Ericsson Jobs near me

Skills:

- High school diploma or equivalent is required.

- Excellent communication and interpersonal skills, with the ability to interact effectively with colleagues and clients.
- Strong organizational and time management skills, with the ability to prioritize tasks and meet deadlines.
- Proficient in MS Office Suite, including Word, Excel, PowerPoint, and Outlook.
- Attention to detail and accuracy are essential.
- Ability to work independently and as part of a team.
- Positive attitude and willingness to learn new things.

Important Links

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

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