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Office Clerk – Fast Job Search – Accenture Job Vacancy For Freshers

Hiring organization

Accenture

Job Location

India

Remote work from: IND

Date posted

February 7, 2024

Valid through

31.08.2024

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Base Salary

USD 19 - USD 30

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Qualifications

Graduate

Employment Type

Full-time

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Description

Office Clerk

At Accenture, we embrace change and empower our people to make a difference. As an Office Clerk, you'll play a crucial role in supporting our dynamic teams and keeping our operations running smoothly. You'll have the opportunity to contribute to the success of a leading global professional services company, while developing valuable skills and experiences.

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Accenture Careers

Responsibilities:

- Provide efficient administrative support to assigned teams, including tasks like scheduling meetings, managing calendars, and coordinating travel arrangements.
- Process and manage essential documents, ensuring accuracy, confidentiality, and timely completion.
- Handle incoming and outgoing mail, phone calls, and inquiries in a professional and courteous manner.
- Maintain organized filing systems and records for easy access and retrieval.
- Contribute to a positive and efficient work environment through your proactive and flexible approach.

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Accenture Jobs Near Me

Skills:

- Excellent organizational and time management skills.
- Strong attention to detail and accuracy.
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint).
- Excellent communication and interpersonal skills.
- Ability to work independently and as part of a team.
- Positive and professional demeanor.

Tags:

accenture recruitment journey,accenture recruiters status,accenture experience,accenture recruiters performance,accenture recruitment process 2024,accenture offer letter,accenture career discussion,accenture interview,accenture,accenture eligibility criteria,accenture mnc,accenture journey,accenture hiring 2024,accenture career talks,accenture 2024 preparation,accenture preparation 2024,accenture off campus hiring,accenture off campus

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