

<https://jobable.govhelp.in/job/vedantu-jobs-for-freshers-jobs-alerts-office-clerk-post/>

Vedantu Jobs For Freshers – Jobs Alerts – Office Clerk Post

Job Location

India
Remote work from: IN

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Base Salary

USD 300 - USD 350

Qualifications

Graduate

Employment Type

Full-time

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Description

Vedantu Recruitment

Vedantu is seeking a highly organized and detail-oriented Office Clerk to join our remote team. This is a fantastic opportunity for a motivated individual who thrives in a fast-paced environment and enjoys working collaboratively.

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Vedantu Careers

Responsibilities

- Organize and maintain filing systems (physical or digital) for efficient document retrieval.
- Prepare and proofread reports, presentations, and other documents.
- Coordinate meetings and take clear, concise minutes.
- Liaise with internal and external stakeholders to ensure smooth communication and information flow.
- Research and gather information to complete assigned tasks.
- Stay updated on company policies and procedures.

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Hiring organization

Vedantu

Date posted

April 8, 2024

Valid through

31.12.2024

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Vedantu Jobs For Freshers

Skills and Qualifications

- Minimum of a high school diploma or equivalent.
- Strong organizational and time management skills.
- Excellent communication and interpersonal skills, both written and verbal.
- Proficient in MS Office Suite (Word, Excel, PowerPoint).
- Ability to prioritize tasks, work independently, and meet deadlines.
- Detail-oriented and meticulous with a keen eye for accuracy.
- Positive and professional attitude with a willingness to learn.

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