



<https://getjob.govhelp.in/job/unilever-recruitment-2024-fresher-jobs-file-clerk-posts/>

Unilever Recruitment 2024 – Fresher Jobs – File Clerk Posts

Job Location

Tadbun, 500064, Hyderabad, Telangana, India

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Base Salary

USD 14,000 - USD 20,000

Qualifications

10th,12th/Graduate

Employment Type

Full-time

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Description

Unilever Recruitment 2023

Unilever is looking for a highly organized and efficient File Clerk to join our team. The ideal candidate will be responsible for maintaining and organizing our filing system, as well as retrieving and distributing files as needed. We are looking for someone with strong attention to detail and the ability to work independently and as part of a team.

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Unilever Jobs Near Me

Responsibilities:

- Maintain and organize the company's filing system
- Retrieve and distribute files as needed
- File new documents and correspondence
- Update and purge files as needed
- Assist with other administrative tasks as needed

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Unilever Careers

Skills:

- Strong attention to detail and accuracy

Hiring organization

Unilever

Date posted

January 5, 2024

Valid through

31.08.2024

APPLY NOW

- Excellent organizational skills
- Ability to work independently and as part of a team

Proficiency in Microsoft Office Suite

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