



<https://jobtalent.jobcitylive.com/job/amazon-recruitment-2023-office-clerk/>

Amazon Recruitment 2023 – Office Clerk

Job Location

Kolkata, West Bengal, India
Remote work from: India

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Base Salary

Rs. 20,000 - Rs. 22,000

Qualifications

Graduate

Employment Type

Full-time

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Description

Amazon Recruitment 2022

The Office Clerk is responsible for providing general office support to an organization. This position requires an individual with strong organizational skills, excellent time management abilities, and a professional attitude.

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The Office Clerk will be responsible for a variety of tasks including but not limited to, answering phones, filing, data entry, photocopying, faxing, managing the office calendar, and processing incoming and outgoing mail. Additionally, they must be able to multitask, prioritize tasks, and remain organized in a fast-paced work environment.

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Amazon Careers

Other duties may include providing administrative support to staff members, handling customer inquiries, scheduling meetings, and maintaining office supplies. This position requires an individual with strong interpersonal skills, excellent

Hiring organization

Amazon

Date posted

December 31, 2022

Valid through

30.06.2023

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communication skills, and the ability to work both independently and as part of a

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