

Coal India Jobs 2023 – Apply Online – File Clerk Posts

Hiring organization

Coal India

Date posted

January 24, 2023

Valid through

31.12.2025

APPLY NOW

Job Location

Bengaluru, Karnataka, India

Remote work from: India

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Base Salary

Rs. 18,000 - Rs. 22,000

Qualifications

12th, Graduate

Employment Type

Full-time

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Description

Coal India Recruitment 2023

The file clerk is responsible for organizing and maintaining all physical and electronic files within the company.

Jobs Near Me

Responsibilities:

- File new documents and updates to existing documents using the correct naming convention and folder structure
- Create or modify file folders and labels as needed
- Scan and upload documents into electronic files
- Retrieve documents from storage as needed

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Coal India Careers

Skills:

- Experience using computers and software programs, such as Microsoft Office

Strong attention to detail

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