

Hindustan Copper Recruitment 2023 – Apply Now – Office Clerk Posts

Hiring organization
Hindustan Copper

Job Location

Bengaluru, Karnataka, India
Remote work from: India

Date posted
March 2, 2023

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Valid through
31.12.2025

Base Salary

Rs. 10,000 - Rs. 15,000

APPLY NOW

Qualifications

12th, Graduate

Employment Type

Full-time

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Description

Hindustan Copper Recruitment 2023

The office clerk is responsible for the efficient and accurate operation of the business office.

Jobs Near Me

-Handle all office duties including but not limited to typing, filing, answering the phone, data entry, and other general office tasks

-Work independently with minimal supervision

-Maintain a professional attitude and appearance at all times

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Hindustan Copper Careers

Skills:

Good customer service skills

Important Links **Find the Link in [Apply Now](#) Button**

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