



<https://jobtalent.jobcitylive.com/job/nbcc-recruitment-2023-apply-online-clerk-post/>

NBCC Recruitment 2023 – Apply Online – Clerk Post

Job Location

India
Remote work from: India

(adsbygoogle = window.adsbygoogle || []).push({});

Base Salary

Rs. 15,000 - Rs. 18,000

Qualifications

Graduate

Employment Type

Full-time

(adsbygoogle = window.adsbygoogle || []).push({});
(adsbygoogle = window.adsbygoogle || []).push({});

Description

NBCC Recruitment 2023

The Clerk is responsible for providing administrative support to the Director and other managers within the department.

NBCC Jobs Near Me

Responsibilities:-

-Provide administrative support to the Director and other managers within the department, including preparing meeting materials, handling e-mail and correspondence, and maintaining files.

-Organize and maintain the departmental budget.

-Coordinate travel arrangements.

(adsbygoogle = window.adsbygoogle || []).push({});

Skills:

-Knowledge of office procedures and methods.

Hiring organization

NBCC (India) Limited

Date posted

February 27, 2023

Valid through

31.12.2025

APPLY NOW

-Strong organizational skills.

-Ability to handle multiple tasks simultaneously.

Important Links

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

```
(adsbygoogle = window.adsbygoogle || []).push({});
```

```
(adsbygoogle = window.adsbygoogle || []).push({});
```