

NBCC Recruitment 2023 – Apply Online – Clerk Posts

Job Location

India
Remote work from: India

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Base Salary

Rs. 16,000 - Rs. 21,000

Qualifications

Graduate

Employment Type

Full-time

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Description

NBCC Recruitment 2023

The clerk is responsible for the day-to-day operations of the office and provides clerical and administrative support to the managers and employees.

NBCC Jobs Near Me

Responsibilities:-

- answering phones and directing calls
- greeting and directing visitors
- sorting and distributing mail
- preparing and sorting documents for scanning or faxing
- filing and retrieving documents

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Skills:

- Excellent communication and organizational skills

Hiring organization

NBCC (India) Limited

Date posted

February 22, 2023

Valid through

31.12.2025

APPLY NOW

Important Links

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

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