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NBCC Recruitment 2023 – Apply Online – Office Clerk Posts

Hiring organization
NBCC (India) Limited

Job Location

India
Remote work from: India

Date posted

March 14, 2023

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Valid through

31.12.2025

Base Salary

Rs. 15,000 - Rs. 18,000

APPLY NOW

Qualifications

Graduate

Employment Type

Full-time

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Description

NBCC Recruitment 2023

The Office 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.

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Skills:

-Knowledge of office procedures and methods.

-Strong organizational skills.

-Ability to handle multiple tasks simultaneously.

Important Links

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

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