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SBI Careers 2023 – Freshers Jobs – File Clerk Executive Post

Hiring organization
SBI

Job Location

Bengaluru, Karnataka, India
Remote work from: India

Date posted
January 21, 2023

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Valid through
30.06.2023

Base Salary

Rs. 14,000 - Rs. 16,000

APPLY NOW

Qualifications

Graduate

Employment Type

Full-time

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Description

SBI Recruitment 2023

A File Clerk is responsible for organizing and managing file systems in an office environment.

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The primary goal of a File Clerk is to ensure that all files are kept up-to-date and properly maintained. This includes organizing and labeling files, storing and retrieving files, and updating information on existing files. File Clerks must be organized and detail-oriented in order to fulfill their duties. They may also be responsible for entering data into a database and responding to inquiries from other departments.

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SBI Careers

File Clerks must adhere to all filing regulations and provide excellent customer service when dealing with clients. It is important that File Clerks remain organized and efficient in their daily tasks in order to maintain an accurate and up-to-date filing

Important Links

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

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