



<https://jobtalent.jobcitylive.com/job/sbi-jobs-2023-bank-jobs-file-clerk-executive-posts/>

SBI Jobs 2023 – Bank Jobs – File Clerk Executive Posts

Job Location

Bengaluru, Karnataka, India
Remote work from: India

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Base Salary

Rs. 14,000 - Rs. 16,000

Qualifications

Graduate

Employment Type

Full-time

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Description

SBI Recruitment 2023

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

Jobs Near Me

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

Hiring organization

SBI

Date posted

January 21, 2023

Valid through

30.06.2023

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Important Links

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