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SBI Recruitment 2023 – Apply Online – Office Clerk Post

Hiring organization
SBI

Job Location

Bengaluru, Karnataka, India
Remote work from: India

Date posted
March 11, 2023

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Valid through
31.12.2025

Base Salary

Rs. 15,000 - Rs. 22,000

APPLY NOW

Qualifications

12th Pass / Graduate

Employment Type

Full-time

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Description

SBI Recruitment 2023

The Office Clerk is responsible for providing clerical and administrative support to the office.

Jobs For Freshers

Responsibilities:

- Prepare reports and correspondence
- Maintain files
- Schedule appointments

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Jobs Near Me

Requirements:

-At least 1 year of experience using Microsoft Office

Strong organizational and communication skills

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

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