



<https://jobs.govhelp.in/job/information-officer-wipro-jobs-in-aareymilk-colony-mumbai/>

Information Officer – Wipro Jobs In Aareymilk Colony, Mumbai

Job Location

Aareymilk Colony, 400065, Mumbai, Maharashtra, India

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Base Salary

Rs. 25,700 - Rs. 33,200

Qualifications

Graduate

Employment Type

Full-time

Experience

2+Years Experience Required

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Description

Wipro Jobs

Job Title: Information Officer

Location: Aareymilk Colony, Mumbai

Job Summary: Wipro, a leading global information technology company, is seeking a skilled and motivated Information Officer to join our team at Aareymilk Colony in Mumbai. As an Information Officer, you will be responsible for managing and organizing information resources, ensuring the efficient flow of information within the organization. Your strong analytical skills, attention to detail, and ability to handle confidential information will contribute to the effective management and utilization of information assets. This is an exciting opportunity to be part of a dynamic team and contribute to the smooth operation of information management processes.

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Wipro Careers

Responsibilities:

1. Information Management: Organize and maintain information resources, both physical and digital, ensuring easy retrieval and accessibility. Develop and implement efficient systems for categorizing, indexing, and archiving

Hiring organization

Wipro

Date posted

May 30, 2023

Valid through

31.12.2023

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information. Monitor and update databases, records, and documentation. Ensure compliance with data protection and confidentiality policies.

2. **Information Retrieval:** Respond to information requests from internal stakeholders in a timely and accurate manner. Conduct research and gather relevant information from various sources to address inquiries. Analyze and interpret data to extract meaningful insights and present information in a clear and concise manner. Collaborate with team members to streamline information retrieval processes and enhance efficiency.
3. **Information Dissemination:** Assist in the dissemination of information to internal teams, clients, and external stakeholders. Prepare reports, presentations, and other communication materials to effectively convey information. Collaborate with cross-functional teams to ensure the timely and accurate distribution of information. Monitor information channels and update content as required.

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Wipro Jobs Near Me

Skills and Qualifications:

- Bachelor's degree in Library Science, Information Management, or a related field
- Strong organizational and time management skills
- Excellent attention to detail and accuracy
- Proficiency in using information management systems and databases
- Familiarity with digital archiving and preservation techniques
- Knowledge of information retrieval techniques and research methodologies
- Ability to handle sensitive and confidential information with integrity
- Strong written and verbal communication skills
- Analytical and problem-solving abilities
- Proficiency in Microsoft Office Suite and other relevant software

Important Links

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

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