



<https://jobs.govhelp.in/job/unacademy-recruitment-2023-job-fast-office-clerk-posts/>

Unacademy Recruitment 2023 – Job Fast – Office Clerk Posts

Job Location

India
Remote work from: IND

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Base Salary

Rs. 12,500 - Rs. 14,600

Qualifications

Graduate, 12th Pass

Employment Type

Full-time

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Description

Unacademy Recruitment 2023

The Office Clerk is responsible for providing administrative support to the Unacademy office. This includes tasks such as filing, data entry, and answering phones. The ideal candidate will be a detail-oriented individual with strong organizational and time management skills.

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Unacademy Careers

Responsibilities:

- File and maintain records
- Enter data into computer systems
- Answer phones
- Distribute mail
- Order supplies
- Other administrative tasks as needed

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Unacademy Jobs Near Me

Skills:

Hiring organization

Unacademy

Date posted

August 22, 2023

Valid through

31.12.2023

APPLY NOW

- File and maintain records
- Enter data into computer systems
- Answer phones
- Distribute mail
- Order supplies

Other administrative tasks as needed

Important Links

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

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