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12th Pass Job Vacancy – Freshers Jobs – Office Clerk in Amazon

Hiring organization
Amazon

Job Location

India
Remote work from: IND

Date posted
February 16, 2024

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Valid through
31.08.2024

Base Salary

USD 15 - USD 24

APPLY NOW

Qualifications

12th/Graduate

Employment Type

Full-time

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Description

Office Executive In Amazon

Do you possess a meticulous eye for detail, a talent for organization, and a desire to contribute to a fast-paced environment? Are you looking for a stable and rewarding career opportunity with a global leader like Amazon? If so, then the Office Clerk role could be your perfect fit!

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Responsibilities:

- Maintain and organize essential office documents and records, ensuring accuracy and accessibility.
- Prepare accurate and timely reports, invoices, and other administrative documents.
- Manage office supplies and inventory, ensuring their efficient use and replenishment.
- Assist with basic data entry and other administrative tasks as needed.

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Amazon Careers

Skills:

- Organizational skills: Possess exceptional organizational skills and the ability to prioritize tasks effectively.
- Communication skills: Strong written and verbal communication skills to interact with diverse stakeholders.
- Interpersonal skills: Build positive relationships and contribute to a collaborative and supportive work environment.
- Time management: Manage multiple tasks simultaneously and meet deadlines efficiently.
- Proficiency in office software: Skilled in using Microsoft Office Suite and other relevant tools.

Tags: Amazon , recruitment, job opportunities, career, hiring, job search, job application, Amazon careers, work at Amazon , job openings, job vacancies, job opportunities at Amazon , Amazon jobs, Amazon recruitment 2024, Amazon hiring 2024

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