



# HAVELLS

<https://govhelp.in/job/havells-recruitment-2023-job-for-freshers-file-clerk-post/>

## Havells Jobs 2023 – Job For Freshers – File Clerk Post

### Job Location

India

Remote work from: Brazil

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### Base Salary

USD. 10,000 - USD. 16,500

### Qualifications

12th, Graduate.

### Employment Type

Full-time

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### Description

## Havells Recruitment 2023

Havells is currently seeking fresh and motivated individuals for the position of File Clerk. As a File Clerk, you will play a vital role in organizing and maintaining the company's documents and records. You will be responsible for accurately filing and retrieving documents, ensuring efficient record-keeping, and supporting various departments with their document management needs. This is an excellent opportunity for freshers to gain valuable experience and contribute to the smooth operation of Havells, a leading electrical equipment company.

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Havells Jobs Near Me

### Responsibilities:

1. Organize and maintain physical and electronic filing systems, ensuring documents are labelled and stored appropriately.
2. Sort, categorize, and file documents according to established procedures and filing systems.
3. Retrieve files and records as requested by staff, ensuring timely and accurate document retrieval.
4. Assist in maintaining document databases and electronic filing systems, ensuring data integrity and security.
5. Perform regular audits of files and records to ensure accuracy, completeness, and compliance with company policies.

### Hiring organization

Havells

### Date posted

June 2, 2023

### Valid through

31.12.2023

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6. Assist in scanning and digitizing paper documents for efficient electronic record keeping.
7. Track and monitor the movement of files and documents, maintaining logs and records of file locations.
8. Assist in the disposal and destruction of outdated or confidential documents in accordance with company guidelines.
9. Provide support to various departments in locating and accessing specific documents or information.
10. Maintain confidentiality and security of sensitive information and documents.

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Havells Work From Home Jobs

### Qualifications:

1. High school diploma or equivalent qualification.
2. Freshers with a strong attention to detail and organizational skills are encouraged to apply.
3. Basic computer literacy and proficiency in using document management software and tools.
4. Excellent organizational and time management skills to handle multiple tasks and prioritize work.
5. Strong communication skills to interact with colleagues and retrieve information as needed.
6. Ability to work independently and follow instructions to ensure accurate filing and record keeping.
7. Basic knowledge of filing systems and document management best practices.
8. Attention to detail and accuracy in handling documents and records.
9. Ability to maintain confidentiality and handle sensitive information with discretion.
10. Physical stamina to lift and carry files and boxes as required.

**Important Links**

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

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