



<https://govhelp.in/job/hotstar-recruitment-2023-all-india-jobs-office-clerk-post/>

## Hotstar Careers 2023 – All India Jobs – Office Clerk Post

### Job Location

India  
Remote work from: Brazil

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### Base Salary

USD. 9,500 - USD. 15,500

### Qualifications

12th, Graduate.

### Employment Type

Full-time

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### Description

## Hotstar Recruitment 2023

Hotstar, a leading digital entertainment platform, is currently hiring Office Clerks for various locations across India. As an Office Clerk, you will provide essential administrative support to ensure smooth operations within the office environment.

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Hotstar Jobs Near Me

### Responsibilities:

1. Documentation: Assist in maintaining and organizing office records, documents, and files. Ensure accurate filing and easy retrieval of information when needed.
2. Correspondence: Handle incoming and outgoing mail, emails, and phone calls. Respond to inquiries, redirect messages to the appropriate individuals, and ensure timely follow-up.
3. Data Entry: Enter and update data in the company's databases or systems. Maintain accuracy and attention to detail while managing large volumes of information.
4. Office Supplies: Monitor and manage inventory of office supplies. Place orders when necessary to ensure the availability of necessary items for smooth office functioning.
5. Scheduling and Coordination: Assist in scheduling meetings, appointments, and travel arrangements for team members. Coordinate and prioritize tasks

### Hiring organization

Hotstar

### Date posted

June 6, 2023

### Valid through

31.12.2023

APPLY NOW

to optimize time management.

6. **Support to Team:** Provide general administrative support to the team, including photocopying, scanning, and printing documents. Assist in preparing presentations, reports, and other materials.
7. **Record Keeping:** Maintain confidentiality and integrity of sensitive information. Adhere to record-keeping policies and procedures while managing and archiving documents.
8. **Communication:** Assist in internal and external communication by drafting emails, letters, and other correspondence. Maintain professionalism and ensure accurate information dissemination.
9. **Office Maintenance:** Coordinate with vendors and service providers for office maintenance and repairs. Monitor office facilities to ensure a clean and organized working environment.
10. **Ad hoc Tasks:** Support the team with ad hoc projects and assignments as required. Assist in various office-related tasks and contribute to the overall efficiency of operations.

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Hotstar Work From Home Jobs

#### Qualifications:

- High school diploma or equivalent qualification is required. Additional certifications or relevant courses are a plus.
- Previous experience in an office clerk or administrative role is preferred.
- Proficiency in using basic computer applications such as Microsoft Office (Word, Excel, Outlook).
- Excellent organizational and time management skills.
- Strong attention to detail and accuracy in handling administrative tasks.
- Good written and verbal communication skills.
- Ability to work independently and collaboratively in a team environment.
- Flexibility and adaptability to changing priorities and tasks.

#### Important Links

Positive attitude and willingness to learn and grow.

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

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