

Infosys Careers – Work From Home Jobs – File Clerk Posts

Job Location

India

Remote work from: IN; US; AU; NZ; HK; JP; KZ; MY; SG; TW; TH; UZ; VN; AT; BY; BE; DK; FR; DE; GR; NL; RU; ES; CH; UK; GB; DZ; KW; MA; QA; SA; MX; AE; CA; GT; DO

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Base Salary

USD. 19 - USD. 26

Qualifications

Graduate, Post Graduate

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Employment Type

Full-time, Work From Home

Description

Infosys Careers

Be Part of the Innovation: File Clerk at Infosys

About Infosys

Infosys is a world-renowned leader in information technology, consulting, and business process management. For over 40 years, they've been helping businesses of all sizes achieve their goals through innovative tech solutions. Infosys is known for its talented employees, collaborative work environment, and focus on constant improvement.

Position: File Clerk

Are you detail-oriented and organized? Do you enjoy a fast-paced environment where you can make a real difference? If so, then the File Clerk position at Infosys might be the perfect fit for you!

Summary

As a File Clerk at Infosys, you'll play a vital role in keeping the company running smoothly. You'll be responsible for organizing, filing, and retrieving both physical and electronic documents. Your accuracy and efficiency will ensure that everyone at Infosys has the information they need, when they need it.

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Key Responsibilities

Hiring organization

Infosys

Date posted

April 13, 2024

Valid through

31.12.2024

APPLY NOW

- File and organize paper and electronic documents according to established systems.
- Retrieve documents quickly and efficiently based on requests.
- Maintain accurate filing systems to ensure easy access to information.
- Scan and index paper documents for electronic storage.
- Respond to inquiries about documents in a professional and helpful manner.
- Perform other administrative duties as assigned.

Skills and Qualifications

- High school diploma or equivalent.
- Strong organizational and time management skills.
- Excellent attention to detail and accuracy.
- Ability to work independently and as part of a team.
- Basic computer skills, including proficiency in Microsoft Office Suite (Word, Excel, PowerPoint) is a plus.
- A positive attitude and willingness to learn.

Experience Level: Fresher or Experienced

This position is a great opportunity for both recent graduates and individuals with experience in administrative or clerical roles.

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Why Join Infosys?

Infosys offers a dynamic and rewarding work environment where you can:

- **Be part of something big:** Contribute to the success of a global IT leader.
- **Learn and grow:** Receive ongoing training and development opportunities.
- **Work with talented people:** Collaborate with a team of passionate and skilled professionals.
- **Enjoy a competitive benefits package:** Health insurance, paid time off, and more.
- **Make a difference:** Your work will directly support Infosys' mission to help businesses thrive.

Environment

Infosys fosters a collaborative and inclusive work environment where you'll feel valued and respected. You'll have the opportunity to work with a diverse team of colleagues and learn from some of the brightest minds in the industry.

Application Process

Ready to take the next step in your career? Visit the Infosys careers website to submit your application.

Motivational Message

If you're looking for a stable and rewarding career with a world-class company, then Infosys is the place for you! Join our team and help us shape the future of technology.

General Overview

As a File Clerk at Infosys, you'll play a key role in ensuring the smooth operation of the company. Your responsibilities will include filing, organizing, and retrieving documents, both physical and electronic. You'll also be responsible for maintaining accurate filing systems and responding to inquiries about documents. This is a great opportunity for individuals who are detail-oriented, organized, and have a strong work ethic.

Duties and Responsibilities

- Filing and organizing documents
- Retrieving documents
- Maintaining filing systems
- Scanning and indexing documents
- Responding to inquiries
- Performing other administrative tasks

We hope this information helps you decide if the File Clerk position at Infosys is the right fit for you!

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