



<https://govhelp.in/job/jsw-steel-careers-2023-freshers-jobs-file-clerk-post/>

## JSW Steel Jobs 2023 – Freshers Jobs – File Clerk Post

### Job Location

India  
Remote work from: Brazil

(adsbygoogle = window.adsbygoogle || []).push({});

### Base Salary

USD. 10,500 - USD. 16,000

### Qualifications

12th, Graduate.

### Employment Type

Full-time

(adsbygoogle = window.adsbygoogle || []).push({});

(adsbygoogle = window.adsbygoogle || []).push({});

### Description

## JSW Steel Careers 2023

As a file clerk, you will be responsible for organizing, sorting, and maintaining both physical and electronic documents. You will ensure that all files are properly labeled, stored, and easily accessible. Your role will involve managing confidential information, retrieving requested documents, and assisting with administrative tasks as needed.

(adsbygoogle = window.adsbygoogle || []).push({});

JSW Steel Jobs Near Me

### Responsibilities:

- Receive and sort incoming documents, ensuring they are properly labelled and categorized.
- Organize and maintain files, both physical and electronic, using established filing systems.
- Ensure that files are stored in a secure and organized manner, maintaining confidentiality.
- Retrieve requested files and documents in a timely and accurate manner.
- Update and maintain file indexes and records management databases.
- Conduct regular audits to verify the accuracy and completeness of filing systems.
- Scan and digitize documents for electronic storage and easy access.
- Assist with the creation and implementation of file management policies and

### Hiring organization

JSW Steel

### Date posted

May 25, 2023

### Valid through

31.12.2023

APPLY NOW

procedures.

(adsbygoogle = window.adsbygoogle || []).push({});

JSW Steel Work From Home Jobs

#### Qualifications:

- High school diploma or equivalent.
- Previous experience as a file clerk or in a similar administrative role is preferred.
- Strong organizational skills and attention to detail.
- Proficient in using office equipment such as scanners, photocopiers, and computers.
- Knowledge of filing systems and record-keeping practices.
- Familiarity with electronic document management systems (DMS) is a plus.
- Ability to handle confidential information with discretion and maintain data integrity.

**Important Links** Excellent time management and prioritization skills.

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

(adsbygoogle = window.adsbygoogle || []).push({});

(adsbygoogle = window.adsbygoogle || []).push({});