

Date: 06-June-2021

Location: Kashipur, Uttarakhand

Company: Lohaar engineering and construction pvt. Ltd.

Job profile: Office Clerk

Job Responsibilities

Maintain files and records so they remain updated and easily accessible

Sort and distribute incoming mail and prepare outgoing mail (envelopes, packages, etc.)

Answer the phone to take messages or redirect calls to appropriate colleagues

Utilize office appliances such as photocopier, printers etc. and computers for word processing, spreadsheet creation etc.

Undertake basic bookkeeping tasks and issue invoices, checks etc.

Take minutes of meetings and dictations

Assist in office management and organization procedures

Monitor stocks of office supplies (paper clips, stationery etc.) and report when there are shortages

Assist in making travel arrangements and booking venues for conferences and events

Perform other office duties as assigned

Summary of the Clerk activities

Responsible for performing clerical and administrative duties in an office setting. Assists executive assistants and secretaries by sorting mail, filing, answering phones, greeting clients, scheduling meetings, and restocking supplies.

Skills and qualification required

Proven experience as office clerk or other clerical position

Familiarity with office procedures and basic accounting principles

A fast typist with knowledge in stenography and taking dictations

Very good knowledge of MS Office and Excellent presentation skills

Excellent communication skills, Good English speaker and Writer

Education

B.A/ B.com/ B.B.A or other Bachelors degree

