# WORK VAPOR

Job Link: https://workvapor.in/jobs/office-clerk-prime-placement-vision-bihar-sharif-bihar/

# OFFICE CLERK

### JOB LOCATION

Bihar sarif, N/A, Bihar sarif, Bihar, India

### DESCRIPTION

Prime Placement Vision

## Office Clerk

Prime Placement Vision • Bihar Sharif, Bihar

Full–time
No Degree Mentioned

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## Job description

The Office Clerk plays a crucial role in ensuring the smooth and efficient operation of an office environment. They perform a variety of administrative and clerical tasks to support the daily operations of the organization. Office Clerks handle routine office duties and provide general assistance to staff members and visitors.

Key Responsibilities

Administrative Support:

Assist with day-to-day administrative tasks, including data entry, filing, photocopying, and scanning documents.

Prepare and distribute correspondence, memos, and reports as needed.

### HIRING ORGANIZATION

**Prime Placement Vision**

### EMPLOYMENT TYPE

**Full-time, Part-time**

### BASE SALARY

**INR 25,000 - INR 30,000**

### APPLY NOW

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Maintain electronic and hard copy filing systems to ensure organized and easily accessible records.

Reception Duties
• Greet visitors and direct them to the appropriate person or department.
• Answer and route incoming calls, take messages, and handle inquiries in a professional manner.
• Manage the reception area, including maintaining a tidy and welcoming environment.
• Office Supplies and Equipment:
• Monitor inventory levels of office supplies and place orders as needed.
• Ensure office equipment, such as printers, copiers, and fax machines, are properly maintained and serviced.
• Assist with setting up and troubleshooting office equipment as required.
• Mail Handling:
• Receive, sort, and distribute incoming mail and packages.
• Prepare outgoing mail and packages for shipment using postal or courier services.
• Maintain postage meter and record postage expenses accurately.
• Data Entry and Record Keeping:
• Enter and update data in computer systems and databases accurately and efficiently.
• Maintain records of office activities, expenses, and other relevant information.
• Assist with generating reports and compiling data for analysis as requested.
• Meeting and Event Support:
• Assist with scheduling meetings, appointments, and conference room bookings.
• Arrange catering, audiovisual equipment, and other logistics for meetings and events.
• Prepare meeting agendas, materials, and presentations as directed.
• General Assistance:
• Provide general assistance to staff members as needed, such as preparing documents, making travel arrangements, and coordinating office activities.
• Perform other duties as assigned to support the overall functioning of the office.

Qualifications
• High school diploma or equivalent; additional education or training in office administration is a plus.
• Proven experience in an office support role or similar position.
• Proficiency in Microsoft Office suite (Word, Excel, Outlook) and other relevant software applications.
• Excellent organizational and multitasking skills, with the ability to prioritize tasks and manage time effectively.
• Strong communication and interpersonal skills, with a courteous and professional demeanor.
• Attention to detail and accuracy in all work tasks.
• Ability to work independently with minimal supervision and as part of a team.
• Flexibility and adaptability to changing priorities and deadlines.

Interested Candidate Can call us or Share your CV on Email or on WhatsApp

Email IDcareers.primeplacement@gmail.com

Contact Number 8421337142

From

HR Team

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