

## Information Officer Jobs For Freshers – Job Seeker In Wipro

**Hiring organization**  
Wipro

### Job Location

India  
Remote work from: IND

**Date posted**  
February 24, 2024

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**Valid through**  
31.08.2024

### Base Salary

USD 16 - USD 28

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### Qualifications

Graduate

### Employment Type

Full-time

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### Description

#### Information Officer

The Information Officer position is responsible for managing and maintaining information resources within Wipro. You will be responsible for a variety of tasks, including:

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#### Wipro Jobs Near Me

#### Responsibilities:

- Develop and maintain accurate and up-to-date information resources.
- Provide information services to employees, including answering inquiries, conducting research, and providing training.
- Develop and implement information policies and procedures.
- Stay up-to-date on industry trends and best practices in information management.
- Contribute to the development and implementation of new information technologies and processes.
- Collaborate with other departments to ensure the efficient flow of information.

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#### Wipro Careers

#### Skills:

- Strong analytical and problem-solving skills.
- Excellent communication and interpersonal skills.
- Ability to work independently and as part of a team.
- Proficient in Microsoft Office Suite and other relevant software.
- Strong research and writing skills.
- Attention to detail and accuracy.

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