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HCL Careers 2023 – HCL Jobs – Back Office Executive Post

Hiring organization
HCL

Job Location

India
Remote work from: India

Date posted
March 15, 2023

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Valid through
31.12.2025

Base Salary

Rs. 15,000 - Rs. 22,000

APPLY NOW

Qualifications

12th, Graduate

Employment Type

Full-time

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Description

HCL Tech Jobs 2023

The Back Office Executive is responsible for the coordination and execution of all back office activities in order to ensure an effective and efficient back office operation.

HCL Jobs For Freshers

Responsibilities:

- coordinating and executing all back office activities
- preparing and issuing invoices
- issuing purchase orders
- preparing and issuing payments

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Skills:

- Excellent organizational skills

Good communication skills

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

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