



<https://jobtalent.jobcitylive.com/job/hcl-careers-2023-hcl-jobs-office-clerk-post/>

HCL Careers 2023 – HCL Jobs – Office Clerk Post

Job Location

India
Remote work from: India

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Base Salary

Rs. 15,000 - Rs. 22,000

Qualifications

12th, Graduate

Hiring organization

HCL

Date posted

March 11, 2023

Valid through

31.12.2025

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Employment Type

Full-time

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Description

HCL Tech Jobs 2023

The office clerk is responsible for performing a variety of clerical and administrative functions in an office setting.

HCL Jobs For Freshers

Responsibilities:

Maintain office supplies and equipment

Answer telephones and direct calls

File and shred documents

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Jobs Near Me

Skills:

High school diploma

1 year of experience

Familiarity with Microsoft Office

Experience in an office setting

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

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