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HCL Careers 2023 – HCL Jobs – Office Executive Posts

Hiring organization
HCL

Job Location

India
Remote work from: India

Date posted
March 10, 2023

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Valid through
30.06.2025

Base Salary

Rs. 13,000 - Rs. 16,000

APPLY NOW

Qualifications

12th, Graduate

Employment Type

Full-time

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Description

HCL Tech Jobs 2023

The Office Executive is responsible for handling the front office and providing secretarial and administrative support to the Company's management and employees.

HCL Jobs For Freshers

Responsibilities:

- Greeting and welcoming guests
- Answering phone calls and directing calls to relevant personnel
- Handling and sorting mail and packages
- Preparing meeting rooms
- Ordering and stocking office supplies
- Photocopying, scanning, and faxing documents

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Jobs Near Me

Skills:

- Excellent communication and interpersonal skills
- Strong organisational skills
- Proficient in Microsoft Word, Excel, and PowerPoint

Knowledge of social media platforms

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

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