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HCL Careers 2023 – Jobs For Freshers – Back Office Executive Post

Hiring organization
HCL

Job Location

India
Remote work from: India

Date posted
March 16, 2023

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Valid through
31.12.2025

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 Back Office Executive will be responsible for providing support to the front office staff. Duties will include handling customer inquiries, preparing reports, and maintaining records.

HCL Jobs For Freshers

Responsibilities:

- Handle customer inquiries
- Prepare reports
- Maintain records

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Jobs Near Me

Skills:

- Strong organizational skills
- Attention to detail

Previous experience in a customer service role

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

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