



<https://jobtalent.jobcitylive.com/job/hcl-careers-2023-jobs-in-up-free-job-alert-back-office-executive-posts/>

HCL Careers 2023 – Jobs In UP – Free Job Alert – Back Office Executive Posts

Hiring organization
HCL

Job Location

A9, Block A, Sector 3, 201307, Noida, Uttar Pradesh, India

Date posted
May 16, 2023

(adsbygoogle = window.adsbygoogle || []).push({});

Valid through
31.12.2023

Base Salary

Rs. 13,000 - Rs. 18,000

APPLY NOW

Qualifications

Graduate

Employment Type

Full-time

(adsbygoogle = window.adsbygoogle || []).push({});
(adsbygoogle = window.adsbygoogle || []).push({});

Description

HCL Tech Jobs 2023

We are seeking a detail-oriented and proactive individual to join our team as a Back Office Executive at HCL. As a Back Office Executive, you will be responsible for performing various administrative and operational tasks to support the smooth functioning of the back-office operations.

(adsbygoogle = window.adsbygoogle || []).push({});

HCL Jobs For Freshers

Responsibilities:

1. Process and maintain accurate records of customer data, transactions, and other relevant information
2. Assist in coordinating and managing administrative tasks, such as document management, scheduling appointments, and preparing reports
3. Collaborate with internal teams to ensure timely and efficient completion of tasks and projects

(adsbygoogle = window.adsbygoogle || []).push({});

Jobs Near Me

Skills:

1. Strong organizational and time management skills
2. Attention to detail and accuracy in data entry and record-keeping
3. Proficiency in Microsoft Office Suite and other relevant software

Important Links

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

(adsbygoogle = window.adsbygoogle || []).push({});