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HCL Recruitment 2023 – Jobs In UP – Office Staff Posts

Hiring organization
HCL

Job Location

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

Date posted
May 10, 2023

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Valid through
31.12.2023

Base Salary

Rs. 13,000 - Rs. 18,000

APPLY NOW

Qualifications

Graduate

Employment Type

Full-time

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Description

HCL Tech Jobs 2023

We are seeking an Office Staff member to join our team at HCL. The ideal candidate will be responsible for handling various administrative tasks and supporting the smooth operation of our office.

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HCL Jobs For Freshers

Responsibilities:

- Manage and maintain office supplies and equipment
- Greet and assist visitors and clients in a courteous and professional manner
- Answer and direct phone calls to appropriate parties
- Handle incoming and outgoing mail and packages
- Assist with scheduling appointments and meetings
- Coordinate travel arrangements and accommodation bookings
- Provide administrative support to other staff members as needed

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Jobs Near Me

Skills:

- Excellent verbal and written communication skills
- Strong organizational and time management abilities
- Proficiency in Microsoft Office suite and other computer applications
- Attention to detail and ability to multitask

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

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