



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

## HCL Jobs 2023 – Freshers Jobs – Office Clerk Post

### Job Location

India  
Remote work from: India

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### Base Salary

Rs. 8,000 - Rs. 10,000

### Qualifications

12th, Graduate

### Hiring organization

HCL

### Date posted

February 24, 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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