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HCL Jobs 2023 – HCL Careers – Back Office Posts

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

March 15, 2023

Valid through

31.12.2025

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Employment Type

Full-time

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Description

HCL Tech Jobs 2023

The Back Office is responsible for supporting the day-to-day operations of the company by providing administrative and clerical assistance.

HCL Jobs For Freshers

Responsibilities:

- Organize and track company records
- Assist with billing and bookkeeping
- Handle customer service inquiries

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Jobs Near Me

Skills:

- Previous experience in an office environment

- Strong organizational skills and attention to detail

Excellent customer service skills

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

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