



<https://jobtalent.jobcitylive.com/job/hcl-jobs-2023-hcl-careers-back-office-posts/>

## 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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