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HCL Recruitment 2023 – Freshers Jobs – Back Office Executive Posts

Hiring organization
HCL

Job Location

India
Remote work from: India

Date posted
February 16, 2023

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Valid through
31.12.2025

Base Salary

Rs. 15,000 - Rs. 20,000

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Qualifications

12th, Graduate

Employment Type

Full-time

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Description

HCL Tech Jobs 2023

The back office executive is responsible for the day-to-day operations of the back office, including but not limited to accounts payable and receivable, invoicing, and data entry.

HCL Jobs For Freshers

Responsibilities:

- Accounts payable and receivable
- Invoicing
- Data entry
- Other back office duties as assigned

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Skills:

- Strong attention to detail

Excellent organizational skills

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