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

**Hiring organization**  
HCL

### Job Location

India  
Remote work from: India

**Date posted**  
March 14, 2023

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**Valid through**  
31.12.2025

### Base Salary

Rs. 12,000 - Rs. 16,000

APPLY NOW

### Qualifications

12th, Graduate

### 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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