



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

## HCL Recruitment 2023 – HCL Careers – Back Office Staff Posts

**Hiring organization**  
HCL

### Job Location

India  
Remote work from: India

**Date posted**  
March 3, 2023

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**Valid through**  
31.12.2025

### Base Salary

Rs. 13,000 - Rs. 16,000

APPLY NOW

### Qualifications

12th, Graduate

### Employment Type

Full-time

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### Description

## HCL Tech Jobs 2023

The Back Office Staff is responsible for handling the front office and providing secretarial and administrative support to the Company's management and employees.

### HCL Jobs For Freshers

#### Responsibilities:

- Greeting and welcoming guests
- Answering phone calls and directing calls to relevant personnel
- Handling and sorting mail and packages
- Preparing meeting rooms
- Ordering and stocking office supplies
- Photocopying, scanning, and faxing documents

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## **Jobs Near Me**

### **Skills:**

- Excellent communication and interpersonal skills
- Strong organisational skills
- Proficient in Microsoft Word, Excel, and PowerPoint

Knowledge of social media platforms

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

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