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HCL Recruitment 2023 - HCL Careers - Clerk Posts

Hiring organization
HCL

Job Location

India
Remote work from: India

Date posted
March 16, 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 clerk is responsible for the organization and maintenance of the office. The clerk is also responsible for the accurate recording of data, maintaining files, and preparing documents.

HCL Jobs For Freshers

Responsibilities:

- Accurately recording data
- Maintaining files
- Preparing documents

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Jobs Near Me

Skills:

- Ability to accurately record data
- Ability to maintain files

Ability to manage documents

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

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