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HCL Recruitment 2023 - HCL Careers - Clerk Posts

Job Location

India
Remote work from: India

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Base Salary

Rs. 13,000 - Rs. 16,000

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:

Hiring organization

HCL

Date posted

March 16, 2023

Valid through

31.12.2025

APPLY NOW

- 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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