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HCL Recruitment 2023 – HCL Careers – Office Clerk Job

Hiring organization
HCL

Job Location

India
Remote work from: India

Date posted
March 10, 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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