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HCL Recruitment 2023 – Jobs For Freshers – File Clerk Post

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. 8,000 - Rs. 10,000

APPLY NOW

Qualifications

12th, Graduate

Employment Type

Full-time

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Description

HCL Tech Jobs 2023

The file clerk is responsible for maintaining the integrity and security of the files within the company.

HCL Jobs For Freshers

Responsibilities:

- Maintaining the integrity and security of company files
- Organizing and classifying files
- Keeping track of updated and unfinished files

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Jobs Near Me

Skills:

-Prior experience working with files and databases

Knowledge of computer software programs

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

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