



<https://jobtalent.jobcitylive.com/job/hcl-recruitment-2023-jobs-near-me-office-staff-posts/>

## HCL Recruitment 2023 – Jobs Near Me – Office Staff Posts

**Hiring organization**  
HCL

### Job Location

India  
Remote work from: India

**Date posted**  
May 13, 2023

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**Valid through**  
31.12.2023

### Base Salary

Rs. 12,000 - Rs. 18,000

APPLY NOW

### Qualifications

Graduate

### Employment Type

Full-time

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### Description

## HCL Tech Jobs 2023

We are looking for an enthusiastic and detail-oriented Office Staff to join our team at HCL. In this role, you will be responsible for performing a variety of administrative and clerical tasks to support the efficient operation of the office.

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### HCL Jobs For Freshers

#### Responsibilities:

- Welcoming visitors and directing them to the appropriate person or department
- Maintaining office records, including data entry and filing
- Assisting with general office tasks, such as photocopying, scanning, and printing

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### Jobs Near Me

**Skills:**

- Strong communication and interpersonal skills
- Attention to detail and accuracy

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

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