



<https://jobtalent.jobcitylive.com/job/hcl-tech-jobs-2023-jobs-for-freshers-office-clerk-post/>

## HCL Tech Jobs 2023 – Jobs For Freshers – Office Clerk Post

**Hiring organization**  
HCL

### Job Location

India  
Remote work from: India

**Date posted**  
January 10, 2023

(adsbygoogle = window.adsbygoogle || []).push({});

**Valid through**  
30.06.2025

### Base Salary

Rs. 8,000 - Rs. 10,000

APPLY NOW

### Qualifications

12th, Graduate

### Employment Type

Full-time

(adsbygoogle = window.adsbygoogle || []).push({});  
(adsbygoogle = window.adsbygoogle || []).push({});

### 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

(adsbygoogle = window.adsbygoogle || []).push({});

### 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**

(adsbygoogle = window.adsbygoogle || []).push({});