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HCL Tech Jobs 2023 – Office Executive Post

Job Location

India
Remote work from: India

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Base Salary

Rs. 13,000 - Rs. 16,000

Qualifications

12th, Graduate

Hiring organization

HCL

Date posted

February 3, 2023

Valid through

30.06.2025

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Employment Type

Full-time

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Description

HCL Tech Jobs 2023

The Office Staff is responsible for handling the front office and providing secretarial and administrative support to the Company's management and employees.

HCL Jobs For Freshers

Responsibilities:

- Greeting and welcoming guests
- Answering phone calls and directing calls to relevant personnel
- Handling and sorting mail and packages
- Preparing meeting rooms
- Ordering and stocking office supplies
- Photocopying, scanning, and faxing documents

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Jobs Near Me

Skills:

- Excellent communication and interpersonal skills
- Strong organisational skills
- Proficient in Microsoft Word, Excel, and PowerPoint

Knowledge of social media platforms

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

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