



<https://jobtalent.jobcitylive.com/job/hcl-tech-recruitment-2023-freshers-job-office-clerk-posts/>

HCL Tech Recruitment 2023 – Freshers Job – Office Clerk Posts

Hiring organization
HCL

Job Location

India
Remote work from: India

Date posted
February 21, 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({});