

## Hindustan Copper Recruitment 2023 – Apply Now – Office Clerk Posts

**Hiring organization**  
Hindustan Copper

### Job Location

Bengaluru, Karnataka, India  
Remote work from: India

**Date posted**  
March 2, 2023

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**Valid through**  
31.12.2025

### Base Salary

Rs. 10,000 - Rs. 15,000

APPLY NOW

### Qualifications

12th, Graduate

### Employment Type

Full-time

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### Description

## Hindustan Copper Recruitment 2023

The office clerk is responsible for the efficient and accurate operation of the business office.

### Jobs Near Me

-Handle all office duties including but not limited to typing, filing, answering the phone, data entry, and other general office tasks

-Work independently with minimal supervision

-Maintain a professional attitude and appearance at all times

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### Hindustan Copper Careers

### Skills:

Good customer service skills

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

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