

Tech Mahindra Recruitment 2023 – Job Alert – Administrative Assistant Post

Hiring organization
Tech Mahindra

Job Location

India
Remote work from: IND

Date posted
September 25, 2023

Valid through
31.12.2023

Base Salary
USD 21,100 - USD 27,000

APPLY NOW

Qualifications
Graduate

Employment Type
Full-time

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Description

Tech Mahindra Recruitment 2023

The Administrative Assistant is responsible for providing administrative support to the Administration Department. This position requires a strong understanding of administrative procedures and practices, as well as the ability to manage multiple tasks and work independently.

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Tech Mahindra Careers

Responsibilities:

- Provide administrative support to the Administration Department, such as answering the phone, responding to emails, and scheduling appointments.
- Maintain and organize office records and files.
- Prepare and distribute reports.
- Coordinate meetings and events.
- Assist with travel arrangements.

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Tech Mahindra Jobs Near Me

Skills:

- Strong understanding of administrative procedures and practices.
- Ability to manage multiple tasks and work independently.
- Excellent communication and interpersonal skills.
- Ability to use a variety of office software, such as Microsoft Office Suite.

Important Links

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

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