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Administrative Assistant For Freshers Jobs – Tech Mahindra/Apply Online All India Jobs

Hiring organization
Tech Mahindra

Job Location

India
Remote work from: IND

Date posted
January 27, 2024

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Valid through
31.08.2024

Base Salary
USD 13 - USD 28

APPLY NOW

Qualifications
Graduate

Employment Type
Full-time

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Description

Administrative Assistant For Freshers Jobs

As an Administrative Assistant in our fast-paced tech environment, you'll play a crucial role in supporting our team and ensuring smooth operations. You'll be responsible for providing administrative, clerical, and logistical support to a team of professionals, contributing to the overall efficiency and productivity of the department.

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Responsibilities:

- **Provide comprehensive administrative support:**
 - Manage calendars, schedule meetings, and travel arrangements for assigned team members.
 - Prepare presentations, reports, and other documents with accuracy and attention to detail.
 - Answer phones, screen calls, and handle emails efficiently and professionally.
 - Maintain organized filing systems and databases.
- **Coordinate logistics and events:**
 - Arrange conference rooms and meeting spaces.
 - Order office supplies and equipment.
 - Manage petty cash and expense reports.
 - Assist with the organization of events and meetings.

- **Contribute to a positive and collaborative work environment:**

- Proactively identify and address administrative needs.
- Maintain a positive and helpful attitude towards colleagues.
- Build strong relationships with team members and other departments.

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Tech Mahindra Careers

Skills & Qualifications:

- Excellent organizational and time management skills.
- Strong communication and interpersonal skills.
- Proficient in MS Office Suite (Word, Excel, PowerPoint).
- Ability to work independently and as part of a team.
- Detail-oriented and highly accurate.
- Positive attitude and willingness to learn.

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