

<https://jobroll.govhelp.in/job/administrative-assistant-for-freshers-jobs-tech-mahindra-apply-online-vacancy-job-alert/>

## Administrative Assistant For Freshers Jobs – Tech Mahindra/Apply Online Vacancy Job Alert

**Hiring organization**  
Tech Mahindra

### Job Location

India  
Remote work from: IND

**Date posted**  
January 25, 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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### Tech Mahindra Jobs Near Me

#### 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.

**Tags:** tech mahindra recruitment 2024,tech mahindra recruitment,tech mahindra recruitment 2024,tech mahindra recruitment 2024,tech mahindra,tech mahindra recruitment 2024 for freshers,tech mahindra recruitment process,tech mahindra hiring 2024,tech mahindra off campus drive 2023,tech mahindra off campus drive 2024 batch,tech mahindra recruitment 2020,tech mahindra 2024 off campus drive,tech mahindra jobs,tech mahindra off campus drive,tech mahindra jobs 2024

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