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Administrative Manager For Job Vacancy – Tech Mahindra/Apply Online All Jobs For You

Hiring organization
Tech Mahindra

Job Location

India
Remote work from: IND

Date posted

February 16, 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 Manager

We are seeking an experienced and motivated Administrative Manager to join our dynamic team. In this crucial role, you will play a vital part in ensuring the smooth operation of our office, providing exceptional support to our employees and fostering a positive and productive work environment.

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Responsibilities:

- **Office Management:**
 - Oversee all administrative functions, including facilities management, procurement, travel arrangements, and vendor relations.
 - Manage budgets and ensure efficient resource allocation.
 - Implement and maintain administrative policies and procedures.
 - Develop and maintain strong relationships with internal and external stakeholders.
- **People Management:**
 - Lead and motivate a team of administrative staff, providing training and development opportunities.
 - Conduct performance reviews and ensure adherence to company policies.
 - Foster a positive and collaborative work environment.

- Manage employee relations and address any concerns promptly.
- **Project Management:**
 - Manage and coordinate various administrative projects, ensuring timely and efficient completion.
 - Identify and implement process improvements to enhance operational efficiency.
 - Stay up-to-date on industry best practices and implement relevant changes.

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Tech Mahindra Careers

Skills:

- Strong organizational and time management skills.
- Excellent communication and interpersonal skills, both written and verbal.
- Proficient in Microsoft Office Suite and other relevant administrative software.
- Ability to work independently and as part of a team.
- Problem-solving and analytical skills.
- Attention to detail and accuracy.
- Ability to maintain confidentiality.

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