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## Administrative Manager For Job Vacancy – Tech Mahindra/Apply Online Job Seeker

**Hiring organization**  
Tech Mahindra

### Job Location

India  
Remote work from: IND

### Date posted

February 17, 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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### Tech Mahindra Jobs Near Me

#### 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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