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## Office Clerk For Job Vacancy Near Me – Tech Mahindra/Apply Online Job Search

**Hiring organization**  
Tech Mahindra

### Job Location

India  
Remote work from: IND

**Date posted**  
March 10, 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

## Office Clerk

We are seeking a highly motivated and organized Office Clerk to join our dynamic team. In this role, you will play a vital role in ensuring the smooth day-to-day operations of our office. You will be responsible for a variety of administrative tasks, providing support to various departments, and contributing to a positive and efficient work environment.

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## Tech Mahindra Jobs Near Me

### Responsibilities:

- Provide administrative support to assigned departments, which may include tasks such as scheduling meetings, preparing presentations, and managing travel arrangements.
- Maintain accurate and up-to-date filing systems (both physical and digital) to ensure efficient document retrieval.
- Process invoices, purchase orders, and other financial documents, adhering to company policies and procedures.
- Answer phones and emails in a professional and courteous manner, directing inquiries to the appropriate personnel.
- Perform other duties as assigned.

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## **Tech Mahindra Careers**

### **Skills:**

- Strong organizational and time management skills with the ability to prioritize multiple tasks.
- Excellent communication and interpersonal skills, with the ability to interact effectively with colleagues and clients at all levels.
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint) and comfortable learning new software programs.
- Strong attention to detail and accuracy.
- Ability to work independently and as part of a team.

**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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