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## Office Manager For Fast Job Search – Tech Mahindra/Apply Online Freshers Jobs

**Hiring organization**  
Tech Mahindra

### Job Location

India  
Remote work from: IND

**Date posted**  
February 7, 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 Manager

We're seeking a dynamic and organized individual to join our team as an Office Manager! In this role, you'll be responsible for ensuring the smooth day-to-day operations of our office, creating a positive and productive work environment for our employees, and providing top-notch administrative support.

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### Tech Mahindra Jobs Near Me

#### Responsibilities:

- **Office Management:**
  - Manage office supplies, equipment, and inventory.
  - Coordinate maintenance and repairs.
  - Oversee housekeeping and ensure a clean and professional work environment.
  - Manage visitor reception and access control.
- **Administrative Support:**
  - Provide scheduling and calendar management for staff and executives.
  - Assist with travel arrangements and logistics.
  - Manage expense reports and petty cash.
  - Coordinate meetings and events.
  - Prepare presentations and reports.
- **HR Support:**

- Assist with onboarding and offboarding processes.
- Maintain employee records and files.
- Coordinate internal communication and announcements.
- Liaise with HR regarding employee concerns and needs.

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## **Tech Mahindra Careers**

### **Skills:**

- Excellent organizational and time management skills.
- Strong communication and interpersonal skills.
- Proficient in MS Office Suite (Word, Excel, PowerPoint).
- Ability to multitask and prioritize effectively.
- Detail-oriented and with a strong sense of 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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