TECH mahindra

Tech Mahindra Latest Opportunity – Free Job Alert – Administrative Manager Jobs

Job Location
India
Remote work from: IN; US; AU; NZ; HK; JP; KZ; MY; SG; TW; TH; UZ; VN; AT; BY; BE; DK; FR; DE; GR; NL; RU; ES; CH; UK; GB; DZ; KW; MA; QA; SA; MX; AE; CA; GT; DO

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Base Salary
USD 15 - USD 25

Qualifications
Graduate, Post Graduate

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Employment Type
Full-time

Hiring organization
Tech Mahindra

Date posted
April 1, 2024

Valid through
31.12.2024

APPLY NOW

Description

Tech Mahindra Recruitment 2024

Tech Mahindra, a leading name in the technology industry, is seeking a highly motivated and detail-oriented individual to join our team as an Administrative Manager. This remote position offers the chance to play a pivotal role in supporting our day-to-day operations and driving efficiency across the organization.

Why Tech Mahindra?

At Tech Mahindra, you'll be part of a dynamic and collaborative culture where your contributions are valued. We empower our employees to learn, grow, and push the boundaries of what's possible. Here's what you can expect:

- **Work with cutting-edge technologies:** Be at the forefront of innovation as you support a team that's constantly developing and implementing next-generation solutions.
- **Remote work flexibility:** Enjoy the freedom and convenience of working from anywhere in the world.
- **Growth opportunities:** We invest in our people's development, offering comprehensive training programs and mentorship opportunities to help you reach your full potential.
- **Competitive benefits package:** We offer a comprehensive benefits package that includes health insurance, paid time off, and more.
- **Positive and collaborative work environment:** Be part of a team that's

supportive, encouraging, and passionate about what they do.

Job Summary

As an Administrative Manager, you'll be the backbone of our team, ensuring smooth day-to-day operations. You'll wear many hats, from overseeing administrative tasks and managing staff to streamlining processes and keeping the office running efficiently. This role requires a keen eye for detail, excellent communication skills, and the ability to work independently while also collaborating effectively with others.

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Tech Mahindra Jobs Near Me

Key Responsibilities:

- Oversee and manage the performance of administrative staff, including providing training, coaching, and feedback.
- Develop, implement, and maintain efficient administrative systems and procedures.
- Manage office logistics, including ordering supplies, scheduling appointments, and maintaining office equipment.
- Coordinate travel arrangements for team members.
- Prepare presentations and reports.
- Maintain accurate records and databases.
- Manage budgets and track expenses.
- Serve as a point of contact for internal and external inquiries.
- Identify opportunities for process improvement and implement changes to enhance efficiency.
- Ensure compliance with company policies and procedures.

Required Skills and Qualifications:

- Bachelor's degree in Business Administration, Management, or a related field (or equivalent experience).
- Minimum of 3-5 years of experience in an administrative role, preferably in a fast-paced environment.
- Proven ability to manage multiple tasks simultaneously and prioritize effectively.
- Excellent communication, interpersonal, and organizational skills.
- Strong analytical and problem-solving skills.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook).
- Ability to work independently and as part of a team.
- Experience with project management tools a plus.

Experience:

This position is open to both experienced administrative professionals and recent graduates with a strong foundation in business administration or a related field.

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Why Join Tech Mahindra?

At Tech Mahindra, we believe in creating a work environment that fosters creativity, collaboration, and professional growth. We offer a competitive compensation package, comprehensive benefits, and the opportunity to work on cutting-edge projects with a talented team. Here are just a few of the reasons why you'll love working at Tech Mahindra:

- **Opportunity to make a real impact:** You'll play a vital role in supporting our team and driving our success.
- **Continuous learning and development:** We invest in our people's growth and provide opportunities to learn new skills and advance your career.
- **Work-life balance:** We understand the importance of maintaining a healthy work-life balance, and we offer flexible work arrangements to support your needs.
- **Global reach:** Be part of a multinational company with a diverse and inclusive work environment.

Application Process

To apply, please submit your resume and cover letter online. We are an equal opportunity employer and value diversity at our company. We do not discriminate on the basis of race, religion, color, national origin, gender, sexual orientation, age, marital status, veteran status, or disability status.

Join Us and Make a Difference!

We are looking for a passionate and driven individual to join our growing team. If you are ready to take on a challenging and rewarding role, we encourage you to apply!

In a nutshell, Tech Mahindra offers an exciting opportunity for a highly organized and motivated individual to join our team as an Administrative Manager. This remote position allows you to work from anywhere in the world while playing a vital role in supporting our day-to-day operations and driving efficiency.

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Important Links

Find the Link in [Apply Now](#) Button

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