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Tech Mahindra Recruitment 2023 – All India Jobs – Executive Assistant Post

Hiring organization
Tech Mahindra

Job Location

India
Remote work from: India

Date posted
September 5, 2023

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Valid through
31.12.2023

Base Salary

USD 16,000 - USD 23,000

APPLY NOW

Qualifications

Graduate

Employment Type

Full-time

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Description

Tech Mahindra Recruitment 2023

As an Executive Assistant, you will be responsible for providing administrative and logistical support to a senior executive. You will handle a wide range of tasks, including scheduling appointments, managing email, preparing presentations, and traveling arrangements. You will also be responsible for maintaining the executive's calendar and ensuring that their day runs smoothly.

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Tech Mahindra Jobs Near Me

Responsibilities:

- Schedule appointments and meetings
- Manage email and correspondence
- Prepare presentations and reports
- Coordinate travel arrangements
- Maintain the executive's calendar
- Other administrative tasks as needed

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Tech Mahindra Careers

Skills:

- Strong organizational and time management skills
- Excellent written and verbal communication skills
- Proficient in Microsoft Office Suite
- Ability to work independently and as part of a team

Discreet and professional demeanor

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