



<https://jobroll.govhelp.in/job/tech-mahindra-recruitment-2023-fast-job-search-administrative-analyst-post/>

## Tech Mahindra Recruitment 2023 – Fast Job Search – Administrative Analyst Post

**Hiring organization**  
Tech Mahindra

### Job Location

India  
Remote work from: India

**Date posted**  
October 13, 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

The Tech Mahindra Administrative Analyst post is a great opportunity for individuals who are interested in a career in business administration. Administrative Analysts at Tech Mahindra play a critical role in supporting the company's business operations.

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### Tech Mahindra Jobs Near Me

#### Responsibilities

- Provide administrative support to Tech Mahindra's business units
- Manage and maintain administrative systems and processes
- Conduct research and analysis to support business decision-making
- Prepare and present reports
- Coordinate events and meetings

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### Tech Mahindra Careers

#### Skills

- Strong administrative skills
- Excellent communication and interpersonal skills

- Ability to work independently and as part of a team
- Strong problem-solving and analytical skills
- Ability to learn quickly and adapt to new situations

Proficiency in Microsoft Office Suite

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

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