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Tech Mahindra Recruitment 2023 – Fast Job Search – Administrative Assistant Post

Hiring organization
Tech Mahindra

Job Location

India
Remote work from: India

Date posted
September 28, 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 Administrative Assistant provides administrative support to a manager or team of managers. This includes performing a variety of tasks, such as scheduling appointments, managing calendars, preparing presentations, and coordinating travel arrangements. The Administrative Assistant also plays a key role in maintaining a professional and efficient office environment.

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Tech Mahindra Jobs Near Me

Responsibilities:

- Schedule appointments and manage calendars for manager(s).
- Prepare presentations and reports.
- Coordinate travel arrangements.
- Manage office supplies and inventory.
- Answer and direct phone calls.
- Greet and assist visitors.
- Maintain a clean and organized office environment.
- Perform other administrative tasks as assigned.

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Tech Mahindra Careers

Skills:

- Excellent organizational and time management skills.
- Strong communication and interpersonal skills.
- Ability to work independently and as part of a team.
- Ability to handle multiple tasks simultaneously and work under pressure.
- Proficiency in Microsoft Office Suite.

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