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

Hiring organization
Tech Mahindra

Job Location

India
Remote work from: India

Date posted
October 6, 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

Tech Mahindra is seeking a highly motivated and organized Administrative Manager to join our team. The ideal candidate will have excellent communication and interpersonal skills, as well as experience in managing and developing a team of administrative professionals. In this role, you will be responsible for overseeing the day-to-day operations of the administrative department, including facilities management, human resources, and information technology. You will also be responsible for developing and implementing administrative policies and procedures, as well as providing support to senior management.

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Tech Mahindra Jobs Near Me

Responsibilities

- Oversee the day-to-day operations of the administrative department
- Manage and develop a team of administrative professionals
- Develop and implement administrative policies and procedures
- Provide support to senior management
- Manage the department's budget and resources
- Ensure compliance with all applicable laws and regulations

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Tech Mahindra Careers

Skills

- Excellent communication and interpersonal skills
- Ability to manage and develop a team of professionals
- Strong organizational and time management skills
- Ability to think strategically and solve problems

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

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