Tech Mahindra Recruitment 2023 – Fast Job Search – Coordinator Post

Job Location
India
Remote work from: India

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Base Salary
USD 16,000 - USD 23,000

Qualifications
Graduate

Employment Type
Full-time

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Hiring organization
Tech Mahindra

Date posted
September 23, 2023

Valid through
31.12.2023

APPLY NOW

Description

Tech Mahindra Recruitment 2023

We are looking for talented and motivated individuals to join our team as Coordinators at Tech Mahindra. In this role, you will be responsible for providing administrative and logistical support to a team of professionals. You will also be responsible for coordinating projects and events, managing communication and documentation, and ensuring that all tasks are completed on time and within budget.

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Tech Mahindra Jobs Near Me

Responsibilities:

- Provide administrative and logistical support to a team of professionals
- Coordinate projects and events
- Manage communication and documentation
- Ensure that all tasks are completed on time and to budget
- Prepare reports and presentations
- Manage travel and accommodation arrangements for team members
- Liaise with clients and suppliers
- Provide general office support

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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
- Proficiency in Microsoft Office Suite
- Experience with project management tools and techniques is a plus

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

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