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

Hiring organization
Tech Mahindra

Job Location

India
Remote work from: India

Date posted
October 12, 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 Executive Assistant to join our team. The ideal candidate will have a strong understanding of executive assistant duties and responsibilities, as well as experience in providing support to a senior executive. In this role, you will be responsible for providing administrative, technical, and logistical support to the Vice President, including managing their calendar, scheduling appointments, preparing presentations, and handling confidential information.

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Tech Mahindra Jobs Near Me

Responsibilities

- Manage the Vice President's calendar and schedule appointments
- Prepare presentations and reports for the Vice President
- Handle confidential information in a discreet and professional manner
- Provide administrative and logistical support to the Vice President
- Coordinate with other departments and team members to ensure the Vice President's needs are met

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Tech Mahindra Careers

Skills

- Strong understanding of executive assistant duties and responsibilities
- Experience in providing support to a senior executive
- Excellent communication and interpersonal skills
- Ability to work independently and as part of a team

Proficiency in Microsoft Office Suite and other relevant software

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

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