



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

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

Hiring organization
Tech Mahindra

Job Location

India
Remote work from: India

Date posted
September 21, 2023

(adsbygoogle = window.adsbygoogle || []).push({});

Valid through
31.12.2023

Base Salary

USD 16,000 - USD 23,000

APPLY NOW

Qualifications

Graduate

Employment Type

Full-time

(adsbygoogle = window.adsbygoogle || []).push({});

Description

Tech Mahindra Recruitment 2023

We are looking for talented and experienced Executive Officers to join our team at Tech Mahindra. In this role, you will be responsible for providing administrative support to senior management, managing projects, and coordinating with various teams to ensure the smooth operation of the business. You will also be responsible for developing and implementing new processes and procedures and identifying and mitigating risks.

(adsbygoogle = window.adsbygoogle || []).push({});

Tech Mahindra Jobs Near Me

Responsibilities:

- Provide administrative support to senior management
- Manage projects
- Coordinate with various teams to ensure the smooth operation of the business
- Develop and implement new processes and procedures
- Identify and mitigate risks

(adsbygoogle = window.adsbygoogle || []).push({});

Tech Mahindra Careers

Skills:

- Excellent organizational and time management skills
- Ability to work independently and as part of a team
- Strong communication and interpersonal skills
- Analytical and problem-solving skills

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

Ability to work under pressure and meet deadlines

```
(adsbygoogle = window.adsbygoogle || []).push({});
```

```
(adsbygoogle = window.adsbygoogle || []).push({});
```