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## Tech Mahindra Recruitment 2023 – Fast Job Search – Office Clerk Post

**Hiring organization**  
Tech Mahindra

### Job Location

India  
Remote work from: India

**Date posted**  
October 11, 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 looking for a highly motivated and organized individual to join our team as an Office Clerk. The ideal candidate will have excellent administrative and communication skills, as well as the ability to work independently and as part of a team. In this role, you will be responsible for a variety of administrative tasks, including managing files and records, preparing presentations, and coordinating travel arrangements.

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### Tech Mahindra Jobs Near Me

#### Responsibilities:

- Manage and maintain office files and records
- Prepare presentations and reports
- Coordinate travel arrangements for employees
- Provide administrative support to the Office Manager and other team members
- Answer and direct phone calls and emails
- Greet and assist visitors

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### Tech Mahindra Careers

**Skills:**

- Excellent administrative and communication skills
- Ability to work independently and as part of a team
- Strong organizational and time management skills

**Important Links** Proficiency in Microsoft Office Suite

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

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