



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

## Tech Mahindra Recruitment 2023 – Fast Job Search – Receptionist Post

**Hiring organization**  
Tech Mahindra

### Job Location

India  
Remote work from: India

**Date posted**  
September 29, 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

The Receptionist is responsible for the day-to-day operations of the Tech Mahindra reception desk. This includes greeting and assisting visitors, answering and directing phone calls, and providing administrative support to the office staff. The Receptionist also plays a key role in maintaining a professional and welcoming environment for visitors and employees.

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### Tech Mahindra Jobs Near Me

#### Responsibilities:

- Greet and assist visitors.
- Answer and direct phone calls.
- Provide administrative support to the office staff.
- Maintain the reception area and ensure that it is clean and organized.
- Manage the company's calendar and schedule appointments.
- Order and manage office supplies.
- Perform other administrative tasks as needed.

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### Tech Mahindra Careers

**Skills:**

- Excellent customer service skills.
  - Strong communication and interpersonal skills.
  - Ability to multitask and work under pressure.
  - Proficiency in Microsoft Office Suite.
- Ability to maintain a professional and welcoming demeanor.

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

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