

## Tech Mahindra Recruitment 2023 – Freshers Job – Executive Assistant Post

**Hiring organization**  
Tech Mahindra

### Job Location

India  
Remote work from: India

**Date posted**  
September 1, 2023

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**Valid through**  
31.12.2023

### Base Salary

USD 38,000 - USD 42,000

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### Qualifications

10th ,12th

### Employment Type

Full-time

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### Description

## Tech Mahindra Recruitment 2023

The Executive Assistant provides confidential and highly-skilled administrative support to the Chief Executive Officer (CEO). This includes a wide range of responsibilities, such as scheduling appointments, managing travel arrangements, preparing presentations, and handling correspondence. The ideal candidate will be highly organized, efficient, and possess excellent communication and interpersonal skills.

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#### Responsibilities:

- Provide confidential administrative support to the CEO, including scheduling appointments, managing travel arrangements, preparing presentations, and handling correspondence.
- Answer and direct phone calls, and respond to emails and letters in a timely and professional manner.
- Organize and maintain the CEO's calendar and schedule meetings and appointments as needed.
- Coordinate with travel agents and make travel arrangements for the CEO.
- Prepare presentations and reports as instructed by the CEO.
- Handle confidential and sensitive information with discretion.
- Maintain a professional and positive demeanor in all interactions with the CEO, other employees, and clients.

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Tech Mahindra Careers

**Skills:**

- Strong understanding of marketing principles and practices.
- Excellent written and verbal communication skills.
- Ability to work independently and as part of a team.
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint).
- Experience with social media marketing.
- Experience with content creation.

**Qualifications:**

- Bachelor's degree in business administration or a related field.
- 3+ years of experience in a fast-paced corporate setting as an executive assistant or in a similar role.
- Strong organizational and time management skills.
- Excellent written and verbal communication skills.
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook).
- Ability to work independently and as part of a team.
- Discreet and able to handle sensitive information.

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

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