



<https://jobroll.govhelp.in/job/tech-mahindra-recruitment-2023-freshers-jobs-administrative-analyst-post/>

Tech Mahindra Recruitment 2023 – Freshers Jobs – Administrative Analyst Post

Hiring organization
Tech Mahindra

Job Location

India
Remote work from: India

Date posted
September 8, 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 Administrative Analyst is responsible for providing administrative support to the management team. This includes tasks such as managing calendars, scheduling meetings, and preparing presentations.

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Tech Mahindra Jobs Near Me

Responsibilities:

- Manage calendars and schedule meetings
- Prepare presentations
- Coordinate travel arrangements
- Handle administrative tasks, such as filing and data entry

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Tech Mahindra Careers

Skills:

- Strong organizational and time management skills
- Excellent communication and interpersonal skills
- Proficiency in Microsoft Office Suite

Ability to work independently and as part of a team

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

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