



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

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

**Hiring organization**  
Tech Mahindra

### Job Location

India  
Remote work from: India

**Date posted**  
September 7, 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

As an Executive Assistant, you will be responsible for providing administrative and logistical support to a senior executive. You will handle a wide range of tasks, including scheduling appointments, managing email, preparing presentations, and traveling arrangements. You will also be responsible for maintaining the executive's calendar and ensuring that their day runs smoothly.

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### Tech Mahindra Jobs Near Me

#### Responsibilities:

- Schedule appointments and meetings
- Manage email and correspondence
- Prepare presentations and reports
- Coordinate travel arrangements
- Maintain the executive's calendar
- Other administrative tasks as needed

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### Tech Mahindra Careers

#### Skills:

- Strong organizational and time management skills
- Excellent written and verbal communication skills
- Proficient in Microsoft Office Suite
- Ability to work independently and as part of a team

Discreet and professional demeanor

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

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