

Tech Mahindra Recruitment 2023 – Jobs Near Me – Administrative Manager Post

Hiring organization
Tech Mahindra

Job Location

India
Remote work from: India

Date posted
August 25, 2023

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Valid through
31.12.2023

Base Salary

USD 38,000 - USD 42,000

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Qualifications

B.E / B.Tech

Employment Type

Full-time

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Description

Tech Mahindra Recruitment 2023

The Administrative Manager is responsible for the overall administrative operations of the Tech Mahindra office. This includes managing the office staff, facilities, and finances. The Administrative Manager also provides administrative support to the executive team and other departments.

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Tech Mahindra Jobs Near Me

Responsibilities:

- Manage the office staff, including hiring, training, and evaluating employees.
- Oversee the day-to-day operations of the office, including facilities management, security, and IT support.
- Provide administrative support to the executive team and other departments, including scheduling meetings, preparing presentations, and managing travel arrangements.
- Manage the office budget and ensure that expenses are within budget.
- Comply with all company policies and procedures.
- Represent the company to external stakeholders.

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Tech Mahindra Careers

Skills:

- Excellent communication skills (verbal and written)
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook)

- Ability to work independently and as part of a team
- Strong customer service skills
- Attention to detail
- Ability to handle multiple tasks simultaneously

Qualifications:

- Bachelor's degree in business administration or a related field.
- 5+ years of experience in a management role in a corporate setting.
- Strong administrative and organizational skills.
- Excellent written and verbal communication skills.
- Proficient 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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