

Tech Mahindra Recruitment 2023 – Jobs Near Me – Coordinator Post

Hiring organization
Tech Mahindra

Job Location

India
Remote work from: India

Date posted
August 3, 2023

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Valid through
31.12.2023

Base Salary

USD 28,000 - 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 Coordinator is responsible for providing administrative support to the Marketing team. This includes tasks such as managing calendars, scheduling meetings, preparing presentations, and coordinating logistics. The Coordinator will also be responsible for assisting with marketing projects, such as creating marketing materials and managing social media campaigns.

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Tech Mahindra Jobs Near Me

Responsibilities:

- Manage calendars, schedule meetings, and prepare presentations
- Coordinate logistics for marketing events
- Assist with marketing projects, such as creating marketing materials and managing social media campaigns
- Respond to customer inquiries and provide support
- Maintain marketing database and records
- Other administrative tasks as assigned

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Tech Mahindra Careers

Skills:

- Excellent organizational and time management skills
- Strong written and verbal communication skills
- Proficient in Microsoft Office Suite

- Experience with social media platforms
- Ability to work independently and as part of a team

Qualifications:

- Bachelor's degree in marketing, business, or a related field
- 1-2 years of experience in a marketing or administrative role
- Proficiency in Microsoft Office Suite

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