



<https://jobroll.govhelp.in/job/tech-mahindra-recruitment-2024-job-card-coordinator-post/>

Tech Mahindra Recruitment 2024 – Job Card – Coordinator Post

Hiring organization
Tech Mahindra

Job Location

India
Remote work from: IND

Date posted
December 21, 2023

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Valid through
31.12.2023

Base Salary

USD 18,300 - USD 25,800

APPLY NOW

Qualifications

Graduate

Employment Type

Full-time

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Description

Tech Mahindra Recruitment 2024

Tech Mahindra, a global leader in IT and business process services, is looking for a motivated and organized individual to join our team as a Coordinator. As we continue to drive innovation and provide cutting-edge solutions to our clients, we are seeking professionals who thrive in a dynamic and collaborative work environment. Join Tech Mahindra and be part of a company that values excellence, integrity, and a passion for technology.

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Tech Mahindra Jobs Near Me

Responsibilities

- Assist in the planning and coordination of projects, ensuring timely execution.
- Facilitate communication between project teams, clients, and stakeholders.
- Maintain project documentation and update project status reports.
- Organize and coordinate meetings, conferences, and events.
- Prepare meeting agendas, coordinate logistics, and ensure seamless execution.
- Collaborate with internal teams to support the success of various events.

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Tech Mahindra Careers

Skills:

- Strong organizational and multitasking abilities.
- Ability to prioritize tasks and meet deadlines.
- Attention to detail in coordinating various aspects of projects and events.
- Proficiency in Microsoft Office suite (Word, Excel, PowerPoint).
- Familiarity with project management tools and collaboration platforms.

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

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