



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

## Tech Mahindra Recruitment 2024 – Jobs Near Me – Coordinator Post

**Hiring organization**  
Tech Mahindra

### Job Location

India  
Remote work from: IND

**Date posted**  
December 30, 2023

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**Valid through**  
31.08.2024

### 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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