Tech Mahindra Vacancy Job Alert – Tech Mahindra Careers – Job Change For Office Manager Post

Hiring organization
Tech Mahindra

Job Location
India
Remote work from: IN

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Date posted
March 17, 2024

Valid through
31.08.2024

Base Salary
USD 13 - USD 28

APPLY NOW

Qualifications
Graduate

Employment Type
Full-time

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Description

Tech Mahindra Recruitment 2024

We are seeking a highly organized and detail-oriented Office Manager to join our growing team. In this remote role, you'll be responsible for a variety of administrative tasks, ensuring a seamless workflow and a positive work environment for our team. Your key responsibilities will include:

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Responsibilities:

- Manage office supplies and equipment inventory.
- Maintain accurate records and filing systems.
- Coordinate office moves and relocations.
- Create and maintain professional presentations.
- Contribute to the development and implementation of office policies and procedures.
- Stay up-to-date on relevant office administration practices and technologies.

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Tech Mahindra Careers

Skills:

- Minimum of 2 years of experience in an office administration or related role.
- Strong organizational and time management skills.
- Excellent communication and interpersonal skills.
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook).
- Ability to prioritize and manage multiple tasks simultaneously.
- Strong analytical and problem-solving skills.
- Ability to work independently and as part of a team.
- Experience with remote work tools and technologies is a plus.

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