



<https://jobroll.govhelp.in/job/tech-mahindra-vacancy-job-alert-tech-mahindra-careers-job-change-for-receptionist-post/>

## Tech Mahindra Vacancy Job Alert – Tech Mahindra Careers – Job Change For Receptionist Post

**Hiring organization**  
Tech Mahindra

### Job Location

India  
Remote work from: IND

**Date posted**  
March 16, 2024

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**Valid through**  
31.08.2024

### Base Salary

USD 13 - USD 28

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### Qualifications

Graduate

### Employment Type

Full-time

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### Description

## Tech Mahindra Recruitment 2024

We're seeking a highly motivated and professional individual to join our growing remote team as a Receptionist. As the first point of contact, you'll be responsible for providing exceptional customer service through phone calls, emails, and virtual interactions. Your role will encompass a variety of tasks, including greeting visitors, managing the virtual reception area, and providing administrative support.

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### Responsibilities:

- **Professional Communication:**
  - Answer phone calls and inquiries in a courteous, professional, and efficient manner.
  - Utilize clear and concise communication when responding to emails and virtual messages.
  - Effectively manage multiple communication channels simultaneously.
- **Visitor Management:**
  - Welcome and screen visitors virtually, adhering to company security protocols.
  - Schedule appointments and direct visitors to the appropriate personnel.
  - Maintain an accurate visitor log.

- **Administrative Support:**
  - Manage and maintain office supplies and equipment (remotely).
  - Prepare meeting rooms and virtual backgrounds for online conferences.
  - Assist with travel arrangements and logistics (if applicable).
  - Perform other administrative duties as assigned.
- **Technology Proficiency:**
  - Adept at using various communication and collaboration tools (e.g., email, video conferencing, project management software).
  - Possess strong organizational and time management skills to prioritize tasks effectively.
  - Maintain a professional and organized virtual workspace.

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## **Tech Mahindra Careers**

### **Skills:**

- High school diploma or equivalent.
- Minimum 1 year of experience in a customer service or administrative role (or relevant internship).
- Excellent verbal and written communication skills in English.
- Proficient in using computers and common office software (Microsoft Office Suite, etc.).
- Strong organizational and time management skills.
- Ability to multi-task effectively and prioritize tasks in a fast-paced environment.
- A positive and professional demeanor with a focus on exceeding expectations.
- Adaptability and a willingness to learn new technologies.

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