

Tech Mahindra Recruitment 2023 - 2+Years Experience Required - Back Office Admin Post

Hiring organization
Tech Mahindra

Job Location

India
Remote work from: India

Date posted
March 30, 2023

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Valid through
31.12.2025

Base Salary

Rs. 25,000 - Rs. 30,000

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Qualifications

Graduate

Employment Type

Full-time

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Description

Tech Mahindra Recruitment 2023

The Back Office Admin is responsible for providing administrative support to the front office. Duties may include, but are not limited to: preparing / reviewing documents, maintaining files and records, overseeing office supplies, and coordinating scheduling and travel arrangements. The ideal candidate will have excellent organizational skills and be able to prioritize and manage multiple tasks simultaneously.

Tech Mahindra Jobs Near Me

The Marketing Project Manager will lead and manage the execution of marketing campaigns and projects, working with both internal and external stakeholders. This individual will be responsible for creating project plans, managing timelines and resources, and ensuring that all projects are completed on time and within budget. The Marketing Project Manager will also be responsible for tracking campaign results and compiling reports.

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Tech Mahindra Work From Home Jobs

Requirements:

High School Diploma or equivalent

-3 years of administrative experience

-Proficient in Microsoft Office Suite

Responsibilities:-

-Prepare documents, including contracts, proposals, letters, and reports

-Maintain files and records

-Order and track office supplies

-Coordinate scheduling and travel arrangements

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

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