

## 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

APPLY NOW

### 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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