

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

Hiring organization
Tech Mahindra

Job Location

India
Remote work from: India

Date posted
April 5, 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 Executive is responsible for performing general administrative support including maintaining files and records, preparing reports, and providing customer service.

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Tech Mahindra Work From Home Jobs

Requirements:

- High school diploma or equivalent
- 1 year of experience in general administrative support

Responsibilities:-

- - Maintain files and records
- - Prepare reports

Provide customer service.

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

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