

Tech Mahindra Recruitment 2023 – All India Jobs – Coordinator Post

Hiring organization
Tech Mahindra

Job Location

India
Remote work from: India

Date posted
March 1, 2023

Valid through
31.12.2025

Base Salary

Rs. 15,000 - Rs. 23,500

APPLY NOW

Qualifications

12th Passed/Graduate

Employment Type

Full-time, Work From Home

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Description

Tech Mahindra Recruitment 2023

This includes managing the reservations and front desk operations, providing customer service, and supervising the front office team.

Tech Mahindra Work From Home

Qualifications:

- Familiarity with hotel reservations and front desk systems
- Strong communication skills
- Excellent communication and customer service skills
- Ability to manage multiple tasks simultaneously
- Familiarity with office software (Excel, Word, PowerPoint)

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Tech Mahindra Jobs Near Me

Responsibilities:

- Manage communication within and between departments
- Ensure employees have necessary tools and information to do their jobs
- Coordinate company events

Assist with HR tasks

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

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