



<https://jobquest.jobsworld.com/job/mahindra-group-careers-work-from-home-mahindra-group-jobs-executive-officer-2/>

## Executive Officer

### Job Location

IN  
Remote work from: IN

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### Base Salary

Rs. 12,000 - Rs. 25,000

### Qualifications

12th Passed & Graduate

### Employment Type

Full-time

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### Description

#### Mahindra Group Careers – Work From Home Jobs

**Position:** Executive Officer

**Company:** Mahindra Group

**Location:** Remote (Work from Home)

**Are you looking for a work from home job?** Mahindra Group is hiring for the position of Executive Officer. This is a great opportunity for someone who wants to work from home and be part of a respected company. Mahindra Group offers flexible working hours and the chance to build a career from the comfort of your home. Apply now and take the first step toward a rewarding career!

## Mahindra Group Jobs – Apply Now!

### Details

**Company**

**Position**

**Location**

**Salary**

**Working Hours**

**Experience**

**Eligibility**

**Qualification**

**Skills**

**Selection Process**

**Apply Method**

### Information

Mahindra Group

Executive Officer

Remote (Work from Home)

INR 25,000 – 35,000 Per Month

Flexible hours, 9:30 AM – 6:00 PM (Mon-Fri)

Both Freshers and Experienced candidates can apply

Minimum Age: 18 years

Graduates and Post Graduates

Communication, Teamwork, Time Management

Online Interview, Written Test

Online application

### Hiring organization

Mahindra Group

### Date posted

January 4, 2025

### Valid through

30.09.2025

APPLY NOW

## Details

**Application Medium**

**Last Date to Apply**

## Information

Apply through the Official Site

As soon as possible

## Job Responsibilities

- Handle customer inquiries and provide support
- Coordinate with other teams to ensure smooth operations
- Manage emails, calls, and daily office tasks
- Prepare reports and presentations
- Maintain accurate records and files
- Ensure the work is completed on time
- Assist in decision-making and problem-solving
- Support senior management in their tasks
- Conduct research and provide feedback
- Be proactive in identifying and solving issues

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## Skills Required

- Good communication skills (spoken and written)
- Ability to work independently
- Strong organizational skills
- Basic computer knowledge (MS Office, Email, etc.)
- Time management skills
- Positive attitude and problem-solving abilities
- Quick learner and adaptable to new tasks

## Qualifications

- Graduates and Post Graduates in any stream
- Freshers are welcome to apply
- Strong verbal and written communication skills
- Basic understanding of office tools and software

## Experience

- Both Freshers and Experienced candidates can apply
- Experience in customer service, administrative work, or similar roles is a plus

**Don't miss out!** Apply now for this **remote job** and start your career with Mahindra Group.

## Job Keywords

- Remote Jobs
- Work From Home Jobs
- Jobs Hiring Near Me
- Part Time Jobs Near Me
- Free Job Alert
- Fast Job Alert
- Sarkari Jobs (for government-related positions)

This position offers great flexibility and the opportunity to work in a dynamic, supportive environment. If you're looking for a **work from home job**, this is your

Important Links

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

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