

## TCS Jobs 2023 – Jobs Near Me – Office Assistant Post

**Hiring organization**  
TCS

### Job Location

India  
Remote work from: India

**Date posted**  
January 16, 2023

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**Valid through**  
31.12.2025

### Base Salary

Rs. 13,000 - Rs. 19,500

APPLY NOW

### Qualifications

Graduate, Post Graduate

### Employment Type

Full-time

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### Description

## TCS Recruitment 2023

The Office assistant will provide remote administrative support to the CEO of a small business.

### Jobs Near Me

#### Responsibilities:

- Answer and direct phone calls
- Organize and schedule appointments
- Manage email correspondence
- Manage social media accounts

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### Jobs For Freshers

#### Skills:

- Strong communication skills
- Highly organized
- Familiar with Microsoft Office Suite

## Important Links

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

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