

TCS Jobs 2023 – Jobs Near Me – Virtual 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. 11,000 - Rs. 17,500

APPLY NOW

Qualifications

Graduate, Post Graduate

Employment Type

Full-time

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Description

TCS Recruitment 2023

The virtual 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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