

## TCS Recruitment 2023 - Freshers Jobs - Administrative Analyst Post

**Hiring organization**  
TCS

### Job Location

India  
Remote work from: India

### Date posted

February 21, 2023

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### Valid through

30.09.2025

### Base Salary

Rs. 10,000 - Rs. 18,000

APPLY NOW

### Qualifications

12th, Graduate

### Employment Type

Full-time, Work From Home

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### Description

## TCS Jobs in India

The Administrative Analyst will support the work of the unit by providing analytical and technical assistance in the development and implementation of program plans, policies, procedures, and systems.

### Post Description

**Name Of The Post: Administrative Analyst**

**Organization Name:** TCS

**Number Of Vacancies For This Job:** Various

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**Application Fees:** No

**Selection Process:** Not Mentioned

**Last Date to Apply For This Post:** No last Date Is Mention In Company Official careers Website

**What Is Required To Apply For This Job?**

**Candidates Location:** All Over India

**Candidates Age:** 18 to 45 years

**Candidates Skill:** Not Mention In Official Careers page

**Preferred Qualification:** Not Mention

**Responsibilities:**

- Assist management in the development of program plans, policies, procedures, and systems
- Collect, analyze, and summarize data for management review
- Assist in the preparation of budget and financial reports
- Coordinate and prepare responses to requests for information from government agencies and the public
- Review and evaluate proposals and recommend approval or disapproval

**Qualifications:**

- Bachelor's degree in business administration, public administration, or a related field
- Three years of experience in administrative or analytical work

**Important Links**

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

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