TCS Recruitment 2023 – Freshers Jobs – Administrator Post

Hiring organization
TCS

Date posted
March 18, 2023

Valid through
31.12.2025

APPLY NOW

Job Location
India
Remote work from: India

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Base Salary
Rs. 10,000 - Rs. 18,000

Qualifications
12th, Graduate

Employment Type
Full-time, Work From Home

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Description

TCS Recruitment 2023

The Administrator post is a responsible for overseeing the daily operations of the company and providing support to employees.

This individual ensures that the company's systems are running smoothly and efficiently, while also providing administrative and clerical support to employees.

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TCS Job Freshers

Responsibilities:
– Oversee the daily operations of the company
– Provide support to employees
– Ensure company systems are running smoothly and efficiently
– provide administrative and clerical support to employees

Qualifications:
– Must have at least 2 years of experience in an administrative role
– Strong computer skills, including experience with Microsoft Office Suite
– Excellent organizational skills
– Strong customer service skills

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

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