

## TCS Recruitment 2023 – Freshers Jobs – Office Administrator Post

**Hiring organization**  
TCS

### Job Location

India  
Remote work from: India

**Date posted**  
March 21, 2023

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**Valid through**  
31.12.2025

### 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 Recruitment 2023

The Office 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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