

TCS Recruitment 2023 - Freshers Jobs - Operations Assistant Post

Hiring organization
TCS

Job Location

India
Remote work from: India

Date posted
January 14, 2023

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Valid through
31.12.2025

Base Salary

Rs. 9,000 - Rs. 15,000

APPLY NOW

Qualifications

12th, Graduate

Employment Type

Full-time

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Description

TCS Jobs in India

The Operations Assistant will provide general administrative and clerical support to the operations team.

TCS Jobs For Freshers

Responsibilities:

- Assist with scheduling and organizing team meetings and events
- Coordinate with other departments to ensure that operations are running smoothly

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TCS Work From Home Jobs

Requirements:

- 1-2 years of experience in a general administrative or clerical role
- Strong computer skills, including proficiency in Microsoft Office Suite
- Excellent attention to detail and organizational skills

Important Links

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

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