

TCS Recruitment 2023 – Jobs Freshers – Executive Assistant Post

Hiring organization
TCS

Job Location

India
Remote work from: India

Date posted
February 4, 2023

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Valid through
31.12.2025

Base Salary

Rs. 10,000 - Rs. 17,500

APPLY NOW

Qualifications

12th, Graduate

Employment Type

Full-time

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Description

TCS Recruitment 2023

Executive Assistant job released in TCS.

Jobs Near Me

Responsibilities: -Management of the CEO and President's calendar -Preparation of meeting materials and agendas -Drafting correspondence.

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Jobs For Freshers

Skills:

At least 4 years of experience in a data science role

Strong leadership skills

Important Links

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

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