

## TCS Recruitment 2023 – Jobs Near Me – Executive Assistant Posts

**Hiring organization**  
TCS

### Job Location

India  
Remote work from: India

**Date posted**  
February 3, 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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