

Tech Mahindra Careers 2023 – Fast Job – Back Office Executive Post

Hiring organization
Tech Mahindra

Job Location

India
Remote work from: IND

Date posted
September 13, 2023

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Valid through
31.12.2023

Base Salary

Rs. 15,000 - Rs. 21,000

APPLY NOW

Qualifications

12th Passed/Graduate

Employment Type

Full-time

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Description

Tech Mahindra Careers 2023

The Back Office Executive is responsible for providing administrative support to the Tech Mahindra back office. This includes tasks such as data entry, document processing, and customer service.

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Tech Mahindra Jobs Near Me

Responsibilities:

- Enter data into computer systems
- Process documents and paperwork
- Provide customer service
- Answer phone calls and emails
- Resolve customer issues
- Other duties as assigned

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Tech Mahindra Careers

Skills:

- Proficient in Microsoft Office Suite (Excel, Word, PowerPoint)
- Attention to detail
- Ability to work independently and as part of a team
- Excellent communication skills

Important Links

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

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