

## Tech Mahindra Careers 2023 – Free Job Alert – Back Office Staff Post

**Hiring organization**  
Tech Mahindra

### Job Location

India  
Remote work from: IND

**Date posted**  
September 20, 2023

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**Valid through**  
31.12.2023

### Base Salary

Rs. 16,000 - Rs. 22,000

APPLY NOW

### Qualifications

Graduate

### Employment Type

Full-time

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### Description

## Tech Mahindra Careers 2023

Tech Mahindra is looking for professional and organized Back Office Staff to join our team.

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### Tech Mahindra Jobs Near Me

### Responsibilities:

- Process and manage orders, including entering order data, tracking shipments, and resolving customer issues
- Maintain and update customer records, including contact information, shipping addresses, and order history
- Generate and analyze reports on sales, inventory, and customer satisfaction
- Provide administrative support to other departments, such as scheduling meetings, preparing presentations, and managing documents

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### Tech Mahindra Careers

### Skills:

- Excellent organizational and time management skills
- Strong attention to detail and accuracy
- Ability to work independently and as part of a team
- Proficiency in Microsoft Office Suite

## Important Links

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

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