

## Tech Mahindra Careers 2023 – Free Job Alert – Job Card – Fast Job – Office Clerk Post Post

**Hiring organization**  
Tech Mahindra

### Job Location

India  
Remote work possible

**Date posted**  
June 16, 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

Tech is currently seeking an efficient and organized Office Clerk to join our team. As an Office Clerk, you will play a crucial role in ensuring smooth operations and maintaining a productive work environment. Your attention to detail, strong organizational skills, and ability to multitask will contribute to the overall efficiency and success of our office. This position offers a great opportunity to work in a dynamic environment and gain valuable experience in office administration.

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### Tech Mahindra Jobs Near Me

### Responsibilities:

1. **Administrative Support:** Provide general administrative support to the office, including handling phone calls, managing correspondence, and responding to inquiries. Assist in scheduling appointments, organizing meetings, and maintaining calendars. Prepare and distribute documents, reports, and presentations as required.
2. **Data Entry and Record Keeping:** Perform accurate data entry tasks, such as updating customer information, maintaining inventory records, and managing databases. Ensure data integrity and confidentiality. Organize and maintain physical and electronic files, ensuring easy retrieval and efficient record keeping.
3. **Office Organization and Supplies:** Maintain a clean and organized office environment. Order and manage office supplies, ensuring availability and proper storage. Coordinate with vendors for office equipment maintenance and repairs. Assist in managing office facilities and coordinating logistics for office events or meetings.

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Tech Mahindra Careers

### Skills and Qualifications:

1. Attention to Detail: Meticulous eye for detail to accurately perform administrative tasks and data entry. Ability to spot errors and inconsistencies and take corrective actions.
2. Organizational Skills: Strong organizational skills to manage multiple tasks and prioritize work effectively. Ability to maintain a structured and orderly office environment.
3. Communication Skills: Excellent verbal and written communication skills to interact with colleagues, clients, and vendors in a professional and courteous manner. Strong listening skills and the ability to follow instructions accurately.
4. Time Management: Efficient time management skills to meet deadlines and complete tasks in a timely manner. Ability to handle interruptions and adapt to changing priorities.
5. Computer Skills: Proficiency in using office software, including word processing, spreadsheets, and email applications. Familiarity with data entry techniques and electronic record-keeping systems.

**Experience as a Fresher:** As a fresher, no prior experience in a professional office clerk role is required. However, the following experiences are beneficial:

1. Academic Projects: Completion of relevant coursework or academic projects involving office administration, data entry, or record keeping.
2. Internships or Part-time Roles: Any internships or part-time positions that involve administrative tasks, customer service, or office support.
3. Computer Literacy: Familiarity with common office software and tools, such as Microsoft Office suite (Word, Excel, Outlook) or similar applications.

Important Links

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

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