

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

**Hiring organization**  
Tech Mahindra

### Job Location

India  
Remote work from: IND

**Date posted**  
September 12, 2023

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**Valid through**  
31.12.2023

### Base Salary

Rs. 15,000 - Rs. 21,000

APPLY NOW

### Qualifications

Graduate

### Employment Type

Full-time

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### Description

## Tech Mahindra Careers 2023

The Office Staff is responsible for providing administrative support to the Tech Mahindra office. This includes tasks such as answering phones, filing paperwork and managing the office calendar. The ideal candidate will be organized, detail-oriented, and have excellent communication skills.

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### Tech Mahindra Jobs Near Me

### Responsibilities:

- Answer phones and direct calls to the appropriate person.
- Receive and process mail and packages.
- File paperwork and maintain office records.
- Manage the office calendar and schedule appointments.
- Order office supplies and equipment.
- Other office staff duties as assigned.

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### Tech Mahindra Careers

### Skills:

- Strong organizational skills
- Excellent communication skills, both written and verbal
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint)
- Ability to work independently and as part of a team

## Important Links

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

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