

Tech Mahindra Jobs 2023 – Job Freshers – Administrator post

Hiring organization
Tech Mahindra

Job Location

India
Remote work from: India

Date posted
February 20, 2023

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Valid through
30.09.2025

Base Salary

Rs. 12,000 - Rs. 19,000

APPLY NOW

Qualifications

Graduate, Post Graduate

Employment Type

Full-time

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Description

Tech Mahindra Jobs in India

The role of Administrators within the company is to provide first line support to all employees with an aim to maintain a smooth and efficient workplace.

They will be responsible for the general upkeep of the office environment and providing support to staff with IT and other administrative issues.

Jobs For Freshers

Responsibilities:

- First line support to employees with IT and administrative issues
- General upkeep of office environment
- Coordinating office moves and refurbishments
- Coordinating office equipment purchases
- Assisting with HR processes, including onboarding and issuing contracts
- Maintaining office filing system

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Work From Home

Qualifications:

- Prior experience in a support or administration role

- Excellent IT skills, including experience of Microsoft Office Suite
- Strong organisational skills and attention to detail
- Good communication and problem solving skills

Important Links

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

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