

## Tech Mahindra Jobs 2023 – Job Freshers – Back-Office Coordinator Posts

**Hiring organization**  
Tech Mahindra

### Job Location

India  
Remote work from: India

**Date posted**  
February 21, 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 Back Office Coordinator is responsible for ensuring that the office's back office operations run smoothly and are completed in a timely manner.

### Jobs For Freshers

They will be responsible for performing various administrative tasks, such as handling invoices and processing payments.

The Back Office Coordinator will also be responsible for overseeing the office's inventory and ensuring that all supplies are ordered and stocked.

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### Work From Home

### Responsibilities:-

- Process payments and invoices
- Oversee the office's inventory
- Order office supplies
- Manage the office's email account
- Handle other administrative tasks as needed

### Requirements:-

- Proven experience as an administrative assistant, office manager, or in a similar role

- Strong organisational skills and attention to detail
- Good knowledge of Microsoft Office Suite
- Strong communication and interpersonal skills
- Ability to work independently and take initiative

**Important Links**

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

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