

Tech Mahindra Jobs 2023 – Job Freshers – Virtual Assistant Post

Hiring organization
Tech Mahindra

Job Location

India
Remote work possible

Date posted
June 22, 2023

Valid through
31.12.2025

Base Salary

Rs. 12,000 - Rs. 19,000

APPLY NOW

Qualifications

12th Passed/Graduate

Employment Type

Full-time

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Description

Tech Mahindra Recruitment 2023

Job Title: Virtual Assistant

Department: Administrative

Reports To: Manager, Administrative Services

Summary:

The Virtual Assistant is responsible for providing administrative support to the Tech Mahindra team. This includes tasks such as scheduling appointments, managing email, and providing customer service.

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Work From Home

Responsibilities:

- Schedule appointments and meetings.
- Manage email and correspondence.
- Provide customer service.
- Research and compile information.
- Other duties as assigned.

Sure, here is a job description for a Virtual Assistant at Tech Mahindra, following the steps you mentioned:

Job Title: Virtual Assistant

Department: Administrative

Location: Remote

Reports To: Manager, Administrative Services

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Responsibilities:

- Schedule appointments and meetings.
- Manage email and correspondence.
- Provide customer service.
- Research and compile information.
- Other duties as assigned.

Skills:

- Excellent communication skills, both written and verbal.
- Proficient in Microsoft Office Suite.
- Ability to work independently and as part of a team.
- Excellent time management skills.
- Attention to detail.

Qualifications:

- High school diploma or equivalent.
- 1+ year of experience in administrative support is preferred.

Important Links

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

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