

Tech Mahindra Jobs 2023 - Jobs Freshers - Executive Assistant Jobs

Hiring organization
Tech Mahindra

Job Location

India
Remote work from: India

Date posted
February 11, 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 Executive Assistant will provide administrative support to the President and CEO.

Jobs For Freshers

Responsibilities:-

- Calendar management, scheduling appointments, and arranging travel
- Managing and prioritizing multiple competing priorities
- Drafting and preparing correspondence, reports, and other documents
- Liaising with vendors and outside service providers

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Work From Home

Qualifications:-

- 3-5 years of executive assistant experience supporting a CEO or President
- Excellent communication skills, both written and oral

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

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