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Technical Specialist Post – TCS Recruitment 2023 – Office Manager Jobs

Hiring organization
Tata Consultancy Services

Job Location

India
Remote work from: India

Date posted
July 5, 2023

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Valid through
31.12.2025

Base Salary

Rs. 25,000 - Rs. 50,000

APPLY NOW

Qualifications

Graduate,

Employment Type

Full-time

Experience

2+Years Experience Required

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Description

TCS Recruitment 2023

Position: Office Manager

Location: TCS (Specify the location if required)

About TCS: TCS (Tata Consultancy Services) is a leading global IT services and consulting company that specializes in digital transformation and business solutions. We are currently seeking a dedicated and highly organized individual to join our team as an Office Manager. As an Office Manager, you will play a vital role in ensuring the smooth operation of our office and supporting various administrative functions. This is an excellent opportunity for freshers to kickstart their career in a dynamic and professional work environment.

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TCS Jobs For Freshers

Responsibilities:

- Oversee and coordinate day-to-day office operations, ensuring efficiency and productivity.
- Manage and maintain office supplies, equipment, and facilities, including inventory management and vendor relationships.
- Handle incoming and outgoing communications, including emails, phone calls, and mail, and redirect them as appropriate.
- Schedule and coordinate appointments, meetings, and travel arrangements for senior staff members.
- Prepare and distribute internal communications, such as memos, newsletters, and reports.
- Assist in the recruitment and onboarding process of new employees, including preparing job descriptions, conducting initial screenings, and coordinating orientations.
- Maintain and update employee records and databases, ensuring accuracy and confidentiality.
- Support the coordination and execution of company events and meetings, including logistics, catering, and materials preparation.
- Assist in budget management and expense tracking, including processing invoices and expense reports.
- Implement and maintain office policies and procedures, ensuring compliance and a professional work environment.
- Collaborate with cross-functional teams to support various projects and initiatives.
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Skills:

- **Skills and Qualifications:**
 - Bachelor's degree in business administration or a related field is preferred.
 - Strong organizational and time management skills, with the ability to multitask and prioritize tasks effectively.
 - Excellent verbal and written communication skills.
 - Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) and other relevant software.
 - Attention to detail and a high level of accuracy in all work activities.
 - Ability to maintain confidentiality and handle sensitive information with discretion.
 - Strong problem-solving and decision-making skills.
 - Flexibility and adaptability to changing priorities and demands.
 - Ability to work both independently and collaboratively in a team environment.
 - Previous experience in office administration or related roles is a plus, but freshers are welcome to apply.

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

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