



<https://govhelp.in/job/tcs-careers-job-application-office-clerk-in-tcs/>

TCS Careers – Job Application – Office Clerk in TCS

Job Location

India
Remote work from: IND

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Base Salary

USD. 22 - USD. 31

Qualifications

Graduate

Employment Type

Full-time

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Description

TCS Careers

TCS is seeking a bright and motivated individual to join our team as an Office Clerk. In this role, you will play a crucial role in supporting our day-to-day operations, providing administrative assistance, and ensuring smooth workflow within the office.

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TCS Job Search

Responsibilities:

- Manage office supplies and equipment, ensuring timely restocking and maintenance.
- Provide administrative assistance to various departments, including scheduling meetings, handling travel arrangements, and processing expense reports.
- Maintain accurate and up-to-date records, including filing documents, managing databases, and preparing reports.
- Greet visitors professionally and direct them to their destination.
- Handle incoming and outgoing calls, emails, and faxes efficiently.
- Perform other administrative tasks as assigned.

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Hiring organization
TCS

Date posted
January 27, 2024

Valid through
31.08.2024

APPLY NOW

TCS Job Vacancy Near Me

Skills:

- Excellent communication and interpersonal skills, with the ability to build rapport with colleagues and clients.
- Strong organizational and time management skills, with the ability to prioritize multiple tasks and meet deadlines.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) and other relevant software.
- Accuracy and attention to detail, ensuring all tasks are completed to a high standard.
- Ability to work independently and as part of a team.

Tags:

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