



<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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### TCS Job Vacancy Near Me

**Hiring organization**  
TCS

**Date posted**  
January 27, 2024

**Valid through**  
31.08.2024

APPLY NOW

**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:**

tata consultancy services,tata consultancy services interview,tata consultancy services (business operation),tata consultancy services stock,tata consultancy services share,tata consultancy services pune jobs,ratan tata,tcs it services,service,social service,tcs share ratan tata,tata sons,tata inspiration series,tata links for interview questions and answers

**Important Links**

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

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