



<https://govhelp.in/job/tcs-jobs-for-freshers-job-search-operations-assistant-in-tcs/>

TCS Jobs For Freshers – Job Search – Operations Assistant in TCS

Job Location

India
Remote work from: IND

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Base Salary

USD. 21 - USD. 32

Qualifications

Graduate

Employment Type

Full-time

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[Fresher and Experience Candidates Required: Click Here to Apply Now!](#)

Description

TCS Jobs For Freshers

We are seeking a highly motivated and detail-oriented individual to join our Operations team as an Assistant. In this role, you will provide administrative and operational support to various departments within TCS. You will be responsible for a variety of tasks, including data entry, document management, process coordination, and communication with internal and external stakeholders. This is a great opportunity for a recent graduate or someone with limited experience to gain valuable exposure to the IT industry and develop your professional skills.

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TCS Job Search

Responsibilities:

- **Provide administrative and operational support:** Assist with tasks like data entry, scheduling, document management, and filing.
- **Contribute to project execution:** Support project teams with tasks like logistics, resource allocation, and communication.
- **Maintain accurate records and reports:** Ensure data integrity and accuracy by maintaining various records and reports.
- **Liaise with stakeholders:** Communicate effectively with internal and external stakeholders, addressing inquiries and providing timely updates.
- **Follow established processes and procedures:** Adhere to company policies and procedures, ensuring compliance and efficiency.

Hiring organization

TCS

Date posted

February 12, 2024

Valid through

31.08.2024

APPLY NOW

- **Contribute to a positive work environment:** Collaborate effectively with colleagues, fostering a supportive and productive team spirit.

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TCS Job Vacancy Near Me

Skills:

- Excellent communication and interpersonal skills.
- Strong organizational and time management skills.
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint).
- Ability to work independently and as part of a team.
- Detail-oriented and quality-conscious.
- Adaptable and willing to learn new things.

Tags:

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Important Links

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