

<https://govhelp.in/job/tcs-recruitment-2023-jobs-near-me-customer-service-trainee-post/>

TCS Recruitment 2023 – Jobs Near Me – Customer Service Trainee Post

Job Location

India
Remote work from: India

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Base Salary

USD. 14,000 - USD. 22,500

Qualifications

Graduate,

Employment Type

Full-time

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Description

TCS Recruitment 2023

A Customer Service Trainee provides remote administrative support to their clients, which can include managing calendars, booking travel, handling correspondence.

TCS Careers

Responsibilities:

- Answer client queries and manage their calendar
- Make travel arrangements and prepare itineraries
- Handle customer service inquiries
- Proofread and edit documents

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TCS Jobs Near Me

Qualifications:

- Strong computer skills
- Ability to work independently and take initiative
- Excellent communication and interpersonal skills
- Detail oriented and organized

Hiring organization

Tata Consultancy Services

Date posted

March 28, 2023

Valid through

31.12.2025

APPLY NOW

Important Links

Find the Link in [Apply Now](#)

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