

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

TCS Recruitment 2023 – Jobs Near Me – Service Desk Post

Job Location

India
Remote work from: India

(adsbygoogle = window.adsbygoogle || []).push({});

Base Salary

USD. 15,500 - USD. 23,000

Qualifications

Graduate,

Employment Type

Full-time

(adsbygoogle = window.adsbygoogle || []).push({});

Description

TCS Recruitment 2023

A Service Desk 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

(adsbygoogle = window.adsbygoogle || []).push({});

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 17, 2023

Valid through

31.12.2025

APPLY NOW

Important Links

Find the Link in [Apply Now](#)

(adsbygoogle = window.adsbygoogle || []).push({});