

<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

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### Base Salary

USD. 15,500 - USD. 23,000

### Qualifications

Graduate,

### Employment Type

Full-time

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### 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

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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 17, 2023

### Valid through

31.12.2025

APPLY NOW

## Important Links

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

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