

<https://govhelp.in/job/tech-mahindra-job-search-job-card-fast-job-for-concierge/>

## Tech Mahindra Job Search – Job Card – Fast Job For Concierge

### Job Location

India

Remote work from: IN; US; AU; NZ; HK; JP; KZ; MY; SG; TW; TH; UZ; VN; AT; BY; BE; DK; FR; DE; GR; NL; RU; ES; CH; UK; GB; DZ; KW; MA; QA; SA; MX; AE; CA; GT; DO

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### Base Salary

USD. 13 - USD. 22

### Qualifications

Graduate, Post Graduate

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### Employment Type

Full-time

### Description

## Tech Mahindra Recruitment 2024

**Do you thrive in a fast-paced environment and enjoy exceeding expectations? Are you passionate about using your problem-solving skills to create innovative solutions? If so, then a career as a Concierge Post at Tech Mahindra might be the perfect fit for you!**

### Tech Mahindra Jobs Near Me

### About Tech Mahindra

Tech Mahindra is a leading provider of digital transformation, consulting, business process outsourcing, engineering services and solutions. They're a multinational giant with a presence in over 100 countries, offering a dynamic and multicultural work environment.

### Why Join Tech Mahindra as a Concierge Post

As a Concierge Post at Tech Mahindra, you'll play a vital role in supporting the company's daily operations. You'll be the first point of contact for employees, visitors, and clients, ensuring a seamless and positive experience. This role offers a unique opportunity to develop your communication, interpersonal, and problem-solving skills in a fast-paced environment.

### Hiring organization

Tech Mahindra

### Date posted

March 21, 2024

### Valid through

31.12.2024

APPLY NOW

## Summary

Tech Mahindra is seeking a highly motivated and organized individual to join their team as a Concierge Post. In this role, you'll be responsible for providing exceptional customer service, managing administrative tasks, and ensuring the smooth operation of the office. You'll have the opportunity to work with a diverse team in a dynamic and supportive environment.

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## Key Responsibilities

- Provide exceptional customer service to employees, visitors, and clients, both in person and over the phone.
- Manage the reception area, ensuring a professional and welcoming environment.
- Answer phones, screen calls, and direct inquiries to the appropriate personnel.
- Schedule appointments and meetings.
- Maintain accurate records and documents.
- Process mail and deliveries.
- Order office supplies and equipment.
- Coordinate with various departments to ensure smooth operations.
- Perform other administrative duties as assigned.

## Required Skills and Qualifications

- Minimum of a high school diploma or equivalent.
- Strong communication and interpersonal skills.
- Excellent customer service skills.
- Proficient in MS Office Suite (Word, Excel, PowerPoint).
- Ability to prioritize and manage multiple tasks simultaneously.
- Strong organizational skills and attention to detail.
- Ability to work independently and as part of a team.
- Positive attitude and a willingness to learn.

## Experience

- Experience in a customer service role is a plus.

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## Benefits and Work Environment

Tech Mahindra offers a competitive compensation package and a comprehensive benefits program that includes health insurance, paid time off, and retirement savings plans. They foster a collaborative and supportive work environment that values innovation and professional growth. You'll have the opportunity to work with a talented team of professionals and gain valuable experience in a fast-paced industry.

### **Application Process**

Interested candidates should submit their resume and cover letter online through Tech Mahindra's careers website.

### **Join a Winning Team**

Tech Mahindra is a company on the cutting edge of technology, and they're looking for talented individuals to join their team. If you're looking for a challenging and rewarding career, then a position as a Concierge Post at Tech Mahindra could be the perfect opportunity for you.

### **General Overview**

Tech Mahindra offers an exciting opportunity for a highly motivated and organized individual to join their team as a Concierge Post. In this role, you'll play a vital role in supporting the company's daily operations by providing exceptional customer service, managing administrative tasks, and ensuring a smooth workflow.

### **Why Tech Mahindra?**

Tech Mahindra is a global leader in digital transformation, and they offer a dynamic and multicultural work environment. You'll have the opportunity to work with a talented team of professionals, develop your skills, and gain valuable experience in a fast-paced industry.

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**Important Links**

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

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