



<https://jobable.govhelp.in/job/tcs-recruitment-2023-24-latest-job-notification-administrative-manager-post/>

TCS Recruitment 2023-24 – Latest Job Notification – Administrative Manager Post

Hiring organization
TCS

Job Location

India
Remote work from: IND

Date posted

December 22, 2023

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Valid through

30.06.2024

Base Salary

USD 20,400 - USD 32,800

APPLY NOW

Qualifications

Graduate

Employment Type

Full-time

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Description

TCS Recruitment 2023-24

At TCS, you'll be more than just an administrator; you'll be the maestro behind the scenes, ensuring the smooth flow of everything from office operations to project support. You'll play a critical role in driving efficiency, streamlining processes, and creating a positive and productive work environment for everyone at TCS.

TCS Careers

Responsibilities:

- **Orchestrator Extraordinaire:** Oversee and manage day-to-day administrative tasks, including travel arrangements, meeting coordination, calendar management, and expense reporting.
- **Procurement Picasso:** Manage vendor relationships, negotiate contracts, and ensure timely procurement of necessary supplies and services.
- **Facility Maestro:** Spearhead office management tasks, ensuring a clean, organized, and well-maintained work environment.
- **Budgeting Beethoven:** Develop and manage administrative budgets, track expenses, and identify areas for cost optimization.
- **HR Harmony:** Provide administrative support to the HR team, including onboarding new employees and managing employee records.
- **Project Liaison:** Assist project teams with administrative tasks, ensuring smooth project execution and timely delivery.
- **Communication Catalyst:** Maintain clear and effective communication

with all levels of management and staff, fostering a collaborative and informed work environment.

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TCS Jobs near me

Skills:

- Bachelor's degree in Business Administration, Management, or a related field preferred.
- 3+ years of experience in administrative management, preferably within a corporate setting.
- Strong organizational and time management skills, with the ability to handle multiple priorities simultaneously.
- Excellent communication and interpersonal skills, with the ability to build rapport and work effectively with diverse teams.
- Proficiency in MS Office Suite and other relevant administrative software.
- A detail-oriented approach with a commitment to accuracy and efficiency.

Important Links The ability to work independently and take initiative is a plus. **Find the Link in [Apply Now](#) Button**

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