



<https://jobable.govhelp.in/job/tcs-recruitment-2024-job-change-office-manager-post/>

TCS Recruitment 2024 – Job Change – Office Manager Post

Job Location

India
Remote work from: IND

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Base Salary

USD 18,800 - USD 27,600

Qualifications

Graduate

Employment Type

Full-time

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Description

TCS Recruitment 2024

As our Office Manager, you'll wear many hats, overseeing the day-to-day operations that keep our office running like a well-oiled machine. From managing logistics and facilities to coordinating events and travel arrangements, you'll be the maestro of efficiency, ensuring a seamless and supportive environment for every TCS team member.

TCS Careers

Responsibilities:

- Oversee office administration and facilities management, ensuring a clean, comfortable, and well-maintained work environment.
- Coordinate logistics for meetings, conferences, and events, ensuring smooth execution and adherence to budgets.
- Manage travel arrangements for employees, booking flights, hotels, and transportation as needed.
- Procure office supplies and equipment, negotiating vendor contracts and maintaining inventory levels.
- Maintain office budgets and financial records, ensuring accuracy and adherence to company policies.
- Liaise with internal departments (IT, HR, Finance) to address office-related issues and requests promptly.
- Implement and enforce company policies and procedures related to office operations and safety.

Hiring organization

TCS

Date posted

December 29, 2023

Valid through

31.08.2024

APPLY NOW

- Manage vendor relationships, ensuring quality and cost-effective services for the office.
- Stay up-to-date on office technology and best practices, implementing innovative solutions to improve efficiency.
- Foster a positive and collaborative work environment, promoting employee well-being and engagement.

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TCS Jobs near me

Skills:

- Minimum Bachelor's degree in Business Administration, Hospitality Management, or a related field (experience in office management or administrative roles is a plus!).
- Excellent organizational and time management skills, adept at juggling multiple tasks and meeting deadlines consistently.
- Strong communication and interpersonal skills, able to build rapport, collaborate effectively, and address concerns promptly.
- Proficiency in computer applications (Microsoft Office Suite) and office management software.
- A keen eye for detail and a proactive approach to problem-solving.
- A positive and can-do attitude with a genuine passion for creating a supportive work environment.
- The ability to work independently and as part of a team in a fast-paced environment.

Important Links

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

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