



<https://jobable.govhelp.in/job/tcs-recruitment-2024-latest-job-notification-operations-assistant-post/>

TCS Recruitment 2024 – Latest Job Notification – Operations Assistant Post

Hiring organization
TCS

Job Location

India
Remote work from: IND

Date posted
January 9, 2024

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Valid through
31.08.2024

Base Salary

USD 22,400 - USD 30,700

APPLY NOW

Qualifications

Graduate

Employment Type

Full-time

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Description

TCS Recruitment 2024

TCS is a leading global IT services, consulting and business solutions organization. We're passionate about using technology to empower businesses and individuals, and we believe that our Operations Assistants play a vital role in making that magic happen.

TCS Careers

Responsibilities:

- **Data Entry & Processing:** Transform raw data into organized magic, ensuring accuracy and consistency across systems.
- **Document Management:** Tame the paper beast! Organize and maintain files, documents, and records with ease, making them readily accessible.
- **Communication & Coordination:** Be the bridge between departments, channeling internal communication, emails, and phone calls like a pro.
- **Travel & Logistics:** Plan like a seasoned explorer! Manage travel arrangements for employees, booking flights, hotels, and ground transportation with precision.
- **Administrative Support:** From scheduling appointments to managing calendars and supplies, you'll be the organizational maestro.
- **Project Management:** Assist with various project tasks, keeping everything on track and deadlines met.

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TCS Jobs near me

Skills:

- Minimum Bachelor's degree in any relevant field (e.g., Business Administration, Management, Computer Applications) or equivalent.
- **Eagle-eyed:** Possess an exceptional eye for detail and accuracy.
- **Tech Wizard:** Proficient in computer applications (e.g., MS Office Suite, spreadsheets, project management tools).
- **Communication Charmer:** Excellent written and verbal communication skills.
- **Teamwork Alchemist:** Ability to work independently and collaboratively in a fast-paced environment.
- **Learning Apprentice:** Eager to learn new skills and processes, adapting to the ever-changing world of operations.

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

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