



<https://jobs.govhelp.in/job/tcs-recruitment-2023-job-alerts-administrative-manager-post/>

TCS Recruitment 2023 – Job Alerts – Administrative Manager Post

Job Location

India
Remote work from: IND

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Base Salary

Rs. 21,200 - Rs. 28,500

Qualifications

Graduate, Engineering

Employment Type

Full-time

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Description

TCS Recruitment 2023

Tata Consultancy Services (TCS), a leading global IT services, consulting, and business solutions organization, is seeking a highly motivated and experienced Administrative Manager to join our dynamic team and provide comprehensive administrative support to our executive team and various departments. As an Administrative Manager, you will be responsible for leading and managing a team of administrative professionals, overseeing office operations, and providing strategic guidance on administrative matters. The ideal candidate will possess strong leadership and organizational skills, a proven track record of success in managing teams and projects, and a deep understanding of administrative best practices.

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TCS Careers

Responsibilities:

- Lead and manage a team of administrative professionals, providing guidance, training, and performance management.
- Oversee all aspects of office operations, including budgeting, space management, facilities maintenance, and procurement.
- Develop and implement administrative policies and procedures to ensure efficiency, compliance with legal and regulatory requirements, and alignment with TCS's overall business objectives.
- Provide strategic administrative support to the executive team and various

Hiring organization

TCS

Date posted

November 20, 2023

Valid through

31.03.2024

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departments, including identifying and addressing administrative challenges, developing administrative solutions, and providing recommendations for process improvement.

- Manage and coordinate administrative projects, ensuring timely completion, adherence to budget and quality standards, and alignment with TCS's overall project management framework.
- Serve as a liaison between TCS and external vendors and service providers, managing contracts, ensuring service quality, and negotiating favorable terms.
- Continuously evaluate and improve administrative processes to enhance efficiency, reduce costs, and optimize resource utilization.
- Stay up-to-date on administrative trends, emerging technologies, and industry best practices.

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TCS Jobs Near Me

Skills:

- Exceptional leadership and management skills with a proven track record of successfully leading and motivating teams.
- Strong organizational and time management skills, capable of handling multiple tasks and deadlines simultaneously while maintaining focus and prioritization.
- Excellent communication and interpersonal skills, able to interact effectively with diverse stakeholders at all levels, fostering positive relationships and building trust.
- Proficient in Microsoft Office Suite and relevant administrative software, including project management tools, document management systems, and communication platforms.
- Deep understanding of administrative principles, practices, and procedures, ensuring alignment with company standards and regulatory compliance.
- Ability to identify and implement process improvements, leveraging data and analytics to identify areas for optimization and streamline operations.
- Adaptability and willingness to embrace change, staying abreast of emerging technologies and trends within the administrative field.
- Passion for administrative excellence, driven by a commitment to providing world-class administrative support that contributes to organizational

Important Links

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

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