



<https://jobcitylive.com/jobs/team-admin-job-in-tdcx/>

Team Admin

Job Location

Central Region, Singapore
Remote work from: SG

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Base Salary

SGD 1,200 - SGD 21,00

Qualifications

Diploma or degree in Business Administration or a related field.

Employment Type

Part-time

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Description

Team Admin Job in TDCX

TDCX is looking for a **Team Admin** to join our team! If you are organized and enjoy supporting teams, this job is perfect for you! You will handle administrative tasks, assist with scheduling, and ensure smooth office operations.

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Responsibilities:

- Provide administrative support to the team.
- Manage schedules, meetings, and appointments.
- Prepare reports, documents, and presentations.
- Handle emails and phone calls professionally.
- Maintain and update records and files.
- Assist in organizing team events and activities.
- Work closely with different departments for smooth coordination.
- Order office supplies and ensure office needs are met.
- Support HR and finance tasks when needed.
- Follow company policies and procedures.

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Hiring organization

TDCX

Date posted

February 16, 2025

Valid through

28.02.2025

APPLY NOW

Skills Required:

- Good communication and teamwork skills.
- Strong organizational and multitasking abilities.
- Proficiency in Microsoft Office (Word, Excel, PowerPoint).
- Attention to detail and accuracy.
- Ability to work under pressure and meet deadlines.
- Problem-solving and adaptability skills.

Qualifications:

- Diploma or degree in Business Administration or a related field.
- Training in office management is a plus.

Experience:

- 1-3 years of experience in an administrative or support role.
- Experience in a fast-paced office environment is preferred.

(adsbygoogle = window.adsbygoogle || []).push({}); If you are organized and love supporting teams, **apply now** and join **TDCX!** 