



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

Team Admin

Job Location

Central Region, Singapore
Remote work from: SG

(adsbygoogle = window.adsbygoogle || []).push({});

Base Salary

SGD 1,200 - SGD 21,00

Qualifications

Diploma or degree in Business Administration or a related field.

Employment Type

Part-time

(adsbygoogle = window.adsbygoogle || []).push({});

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.

(adsbygoogle = window.adsbygoogle || []).push({});

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.

[yarpp template="list" limit=3]

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!** [?](#)[?](#)