

Aarti Drugs Ltd Recruitment 2023 – Apply Online – Coordinator Post

Hiring organization
Aarti Drugs Ltd

Job Location

India
Remote work from: India

Date posted
January 24, 2023

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Valid through
31.12.2023

Base Salary

Rs. 25,000 - Rs. 30,000

APPLY NOW

Qualifications

Graduate

Employment Type

Full-time

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Description

Aarti Drugs Ltd Recruitment 2023

The Coordinator will be responsible for managing and executing the day-to-day operations of the office.

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Qualifications:

- High school diploma or equivalent
- Minimum of 1 year experience in an administrative or support role
- Strong organizational skills and attention to detail
- Excellent communication and interpersonal skills

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Apply Online Jobs

The Coordinator will also be responsible for providing support to the Executive Director, Board of Directors, and staff as needed.

Responsibilities:

- Coordinating office operations, such as scheduling, ordering supplies, and maintaining equipment
- Maintaining and developing filing and record-keeping systems

- Providing support to the Executive Director, Board of Directors, and staff as needed.

Important Links

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

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