

Accenture Recruitment 2023 – 2+Years Experience Required – Administrator Post

Hiring organization
Accenture

Job Location

India
Remote work from: India

Date posted
May 3, 2023

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Valid through
31.12.2025

Base Salary

Rs. 43,000 - Rs. 54.000

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Qualifications

Graduate

Employment Type

Full-time

Experience

2+Years Experience Required

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Description

Accenture Requirement 2023

The administrator will manage the company's network and computer systems. They will also be responsible for installing and maintaining software, securing company data, and troubleshooting any technical issues that may arise.

Accenture Jobs Near Me

The Administrator is responsible for the overall organization and operation of the Wikimedia Foundation's systems. In addition, the Administrator oversees the Foundation's information technology functions, including the design, development, and implementation of information technology policies and procedures.

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Accenture Careers

The Receptionist is the face of the company and is responsible for creating a positive first impression for all visitors and clients. This individual will manage the reception area, greet guests, answer phones, and provide administrative support to other staff members.

Responsibilities:

- Greet guests and direct them to the appropriate person or department
- Answer phones and take messages
- Provide administrative support to other staff members

- Manage the reception area

Qualifications:

- High school diploma or equivalent
- Strong customer service skills
- Excellent verbal and written communication skills
- Ability to manage multiple tasks simultaneously

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