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Airtel Recruitment 2023 – Jobs For Freshers – Program Administrator Post

Hiring organization
Airtel

Job Location

India
Remote work from: India

Date posted
February 24, 2023

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Valid through
31.12.2025

Base Salary

Rs. 20,000 - Rs. 33,000

APPLY NOW

Qualifications

12th Passed/Graduate

Employment Type

Full-time

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Description

Airtel Recruitment 2023

The Program Administrator will work with the Directors of Programs to develop and implement administrative processes and systems related to the effective functioning of the programs.

Airtel Jobs Near Me

Responsibilities:

- Develop and maintain systems and processes to support the effective functioning of the Programs
- Coordinate with other department staff as necessary to ensure timely and accurate program administration
- Ensure compliance with College, University, and funding agency policies and procedures

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Airtel Jobs For Freshers

Qualifications:

- Bachelor's degree or equivalent experience in a relevant field (business administration, engineering, etc.)
- At least 2 years of relevant experience in program administration
- Strong organizational skills and attention to detail
- Excellent communication and interpersonal skills.

Important Links

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

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