



<https://bestjob.jobsareahub.com/job/dabur-recruitment-2023-job-freshers-administrative-analyst-posts/>

Dabur Recruitment 2023 - Job Freshers - Administrative Analyst posts

Hiring organization
Dabur

Job Location

India
Remote work from: India

Date posted

February 18, 2023

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

Valid through

31.12.2025

Base Salary

Rs. 25,000 - Rs. 30,000

APPLY NOW

Qualifications

Graduate

Employment Type

Full-time

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

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

Description

Dabur Recruitment 2023

The Administrative Analyst is responsible for providing a full range of administrative and clerical support to a department or individual.

This may include managing and coordinating calendars, preparing correspondence, maintaining files, and booking travel.

Jobs Near Me

The Administrative Analyst may also be responsible for reviewing and processing invoices, preparing purchase orders, and tracking departmental budgets.

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

Work From Home Jobs

Qualifications:

- Bachelor's degree or equivalent experience
- Minimum of 2 years of administrative experience
- Strong organizational skills
- Excellent communication skills

Proficient in Microsoft Office

Important Links

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

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

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