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Dabur Recruitment 2023 – Job Freshers – Administrative Analyst posts

Hiring organization
Dabur

Job Location

India
Remote work from: India

Date posted

February 18, 2023

Valid through

31.12.2025

Base Salary

Rs. 25,000 - Rs. 30,000

APPLY NOW

Qualifications

Graduate

Employment Type

Full-time

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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.

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

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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

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