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Dabur Recruitment 2023 – Job Freshers – Administrative Manager Post

Hiring organization
Dabur

Job Location

India
Remote work from: India

Date posted
March 17, 2023

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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 Manager will be responsible for a wide range of administrative and executive support duties. This is a highly visible and interactive role that requires the individual to manage up, work with a global team, and interact with executives.

Jobs Near Me

Qualifications:

- Proven experience in marketing or a related field
- Strong understanding of digital marketing tactics and strategies
- Excellent writing and communication skills
- Experience with MS Office and Adobe Creative Suite

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Work From Home Jobs

This position offers a great opportunity for someone who wants to work in a fast-paced, high-energy environment.

Responsibilities:

- Handle customer inquiries by phone, email, and chat - Diagnose and troubleshoot technical issues - Research and resolve product functionality issues - Document customer issues and resolutions

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

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