# Dabur Recruitment 2023 – Job Freshers – Program Administrator Post

**Hiring organization**
Dabur

**Date posted**
February 25, 2023

**Valid through**
31.12.2025

APPLY NOW

**Job Location**
India
Remote work from: India

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**Base Salary**
Rs. 25,000 - Rs. 30,000

**Qualifications**
Graduate

**Employment Type**
Full-time

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**Description**

## Dabur 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.

**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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**Work From Home Jobs**

**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](Apply Now) **Button**

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