

Divi'S Laboratories Ltd Recruitment 2023 – Apply Online – Administrative Analyst

Hiring organization
Divi'S Laboratories Ltd

Job Location

India
Remote work from: India

Date posted
February 21, 2023

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Valid through
31.12.2023

Base Salary

Rs. 25,000 - Rs. 30,000

APPLY NOW

Qualifications

Graduate

Employment Type

Full-time

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Description

Divi'S Laboratories Ltd Recruitment 2023

The Administrative Analyst is responsible for providing administrative and technical support in the coordination and operation of department programs and services.

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The incumbent will be responsible for a variety of complex, specialized and confidential clerical and technical support duties in the areas of budgeting, personnel, procurement, contracts, and information systems.

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The ideal candidate will have:

- a Bachelor's degree in a relevant area such as Business Administration, Public Administration or related field; or an equivalent combination of education and experience
- at least two years of experience providing administrative support in a public sector environment, preferably in a contracting or purchasing environment
- experience with budgeting and financial management systems; experience with PeopleSoft or similar software is an asset
- superior written and oral communication skills, including the ability to draft clear and concise correspondence, reports and proposals
- excellent organizational skills and the ability to effectively manage multiple concurrent tasks and priorities

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

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