Google Careers 2023 – 2+Years Exp. – Work From Home Jobs – Sales Associate Post

Hiring organization
IBM

Date posted
June 8, 2023

Valid through
31.12.2023

APPLY NOW

Job Location
E-39,Phase, 8, Phase-8, Industrial Area, Sahibzada Ajit Singh Nagar, Punjab 140308, 140308, shahibzabad, punjab, India

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Base Salary
Rs. 33,000 - Rs. 55.000

Qualifications
bachelor's degree

Employment Type
Full-time

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Description

Google Recruitment 2023

Job Description:

IBM, a globally recognized technology company, is seeking a highly motivated and detail-oriented individual to join our team as an Administrative Analyst. As an Administrative Analyst, you will provide critical administrative support to our operations, assisting in various tasks and ensuring smooth business processes. Your exceptional organizational and analytical skills will contribute to the efficiency and effectiveness of our team.

Free Jobs

Responsibilities:

1. Administrative Support:
    - Assist in managing day-to-day administrative tasks, such as handling correspondence, scheduling meetings, and coordinating travel arrangements.
    - Maintain and update records, files, and databases, ensuring accuracy and confidentiality.
    - Prepare and proofread documents, presentations, and reports.
    - Assist in organizing and coordinating team events, workshops, and conferences.
2. Data Analysis and Reporting:
    - Collect, analyze, and interpret data from various sources to generate

reports and insights.
- Prepare dashboards and visualizations to present data in a clear and concise manner.
- Identify trends, patterns, and anomalies in data, highlighting areas of concern or improvement.
- Collaborate with team members to develop data-driven recommendations and solutions.

3. Process Improvement and Coordination:
- Identify opportunities to streamline administrative processes and enhance efficiency.
- Collaborate with cross-functional teams to implement process improvements and best practices.
- Support project coordination by assisting in project planning, tracking deliverables, and monitoring progress.
- Communicate and coordinate with internal and external stakeholders, ensuring effective collaboration and information exchange.

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Job Vacancy

Skills and Qualifications:

- Bachelor's degree in a relevant field, such as Business Administration or Management.
- Strong organizational and time management skills, with the ability to prioritize tasks and meet deadlines.
- Proficient in using MS Office Suite (Word, Excel, PowerPoint) and other relevant software applications.
- Excellent attention to detail and accuracy in data analysis and reporting.
- Strong analytical and problem-solving abilities, with the ability to draw insights from data.
- Excellent communication and interpersonal skills, with the ability to work collaboratively in a team environment.
- Proactive and self-motivated, with a strong sense of ownership and accountability.
- Familiarity with project management principles and tools is advantageous.

Experience as a Fresher:

- No prior work experience is required. However, any internships, academic projects, or relevant coursework demonstrating analytical skills, attention to detail, and proficiency in data analysis tools would be advantageous.

Join our innovative team at IBM and be part of our mission to shape the future of technology. We offer a dynamic work environment, opportunities for growth and development, and the chance to work with a diverse and talented team of professionals.

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

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