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LG Recruitment 2023 - Job For Freshers - Administrator post

Hiring organization
LG

Job Location

India
Remote work from: India

Date posted
February 20, 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

LG Recruitment 2023

The administrator post is responsible for the general upkeep and functioning of the office and its employees.

The ideal candidate for this position should have excellent organizational skills, be able to stay calm under pressure, and have a strong work ethic.

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They will be in charge of monitoring office supplies, maintaining the office equipment, overseeing employee schedules, and handling other administrative tasks as needed. This is a highly visible position that requires excellent customer service skills.

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LG Jobs For Freshers

Responsibilities:

- Maintain office equipment
- Monitor office supplies and place orders when necessary
- Oversee employee schedules
- Handle other administrative tasks as needed

Requirements:

- Strong organizational skills
- Ability to stay calm under pressure
- Excellent customer service skills

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