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LG Recruitment 2023 – Jobs For Freshers – Front Office Admin Post

Hiring organization
LG

Job Location

India
Remote work from: India

Date posted
February 7, 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 coordinator will be responsible for the overall organization and functioning of the data science team.

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Qualifications:

- Proven experience as a coordinator or team leader
- Strong organization skills
- Excellent communication skills
- Good problem solving skills

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LG Jobs For Freshers

The Coordinator will support both the Director and Assistant Director of Admissions by managing the day-to-day operations of the department.

Responsibilities:

- Coordinating and managing the data science team
- Ensuring that all members of the team are on track and meeting their deadlines
- Providing support and guidance to team members as needed
- Arranging team meetings and keeping track of meeting minutes

Updating the team's project status document regularly

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