Meesho Recruitment 2023 – 2+ Years Experience Required – Administor Post

Hiring organization
Meesho

Job Location
India
Remote work from: India

Date posted
April 14, 2023

Valid through
31.12.2025

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Base Salary
Rs. 20,000 - Rs. 35,000

Qualifications
12th Passed/Graduate

Employment Type
Full-time

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Description

Meesho Recruitment 2023

The Project Manager is responsible for the overall delivery of technology projects. They will manage all aspects of the project, from planning and execution to closure. The Project Manager must be able to juggle multiple tasks and priorities simultaneously, while maintaining a focus on delivering quality results.

Meesho Work From Home

Qualifications:

1. • Bachelor's degree in Information Technology, Business Administration, or related field
2. • Minimum of three years' experience in IT project management
3. • Strong experience in software development life cycle (SDLC) and agile methodologies
4. • Must be proficient in Microsoft Office Suite, especially Excel and Project
5. • PMP or PMI certification preferred
6.

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Meesho Jobs Near Me

The Front Office Coordinator will manage communication within and between the various departments in the company In addition, the Front Office Coordinator will manage company events and assist with HR tasks.

Responsibilities:

- • Define and scope projects
- • Bachelor's degree in Information Technology, Business Administration, or related field
- • Minimum of three years' experience in IT project management
- • Strong experience in software development life cycle (SDLC) and agile methodologies
- • Must be proficient in Microsoft Office Suite, especially Excel and Project
- • PMP or PMI certification preferred
- •

Important Links

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