



<https://bestjob.jobsareahub.com/job/meesho-recruitment-2023-job-for-freshers-administrative-analyst/>

## Meesho Recruitment 2023 – Job For Freshers – Administrative Analyst

**Hiring organization**  
Meesho

### Job Location

India  
Remote work from: India

**Date posted**  
March 14, 2023

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**Valid through**  
31.12.2025

### Base Salary

Rs. 20,000 - Rs. 35,000

APPLY NOW

### Qualifications

12th Passed/Graduate

### Employment Type

Full-time

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### Description

## Meesho Recruitment 2023

Under general supervision, Claycomo Regional Enterprises is looking for a Jr. Administrative Analyst to provide support to the Director of Administration and other upper management as needed. Core functions include maintaining complex and confidential records, preparing reports, analyzing data, and providing customer service.

### Meesho Work From Home

### Qualifications:

- Familiarity with hotel reservations and front desk systems
- Strong communication skills
- Excellent communication and customer service skills
- Ability to manage multiple tasks simultaneously
- Familiarity with office software (Excel, Word, PowerPoint)

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## Meesho Jobs Near Me

The Administrative Analyst will provide analytical and operational support to a department or function within the company.

### Responsibilities:

- Manage communication within and between departments
- Ensure employees have necessary tools and information to do their jobs
- Coordinate company events

Assist with HR tasks

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

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