Novartis India Ltd Recruitment 2023 – Apply Online – Administrative Manager Job

Hiring organization
Novartis India Ltd

Date posted
January 25, 2023

Valid through
31.12.2023

APPLY NOW

Job Location
India
Remote work from: India

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Base Salary
Rs. 25,000 - Rs. 30,000

Qualifications
Graduate

Employment Type
Full-time

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Description

Novartis India Ltd Recruitment 2023

The Administrative Manager is responsible for providing administrative support to the CEO.

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Qualifications:

-High school diploma or equivalent experience

-At least 3 years of administrative experience

-Strong organization skills

-Very detail-oriented

-Familiar with Microsoft Office Suite

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Apply Online Jobs

The role includes managing the CEO's calendar, organizing and coordinating meetings and events, preparing presentations and reports, and managing the CEO's email.

Responsibilities:

-Manage the CEO's calendar

-Coordinate meetings and events

-Prepare presentations and reports

-Manage the CEO's email

-Assist with other office management duties

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

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