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Pidilite Recruitment 2023 – 2+Years Experience Required – Administrative Analyst Post

Hiring organization
Pidilite

Job Location

India
Remote work from: India

Date posted
April 29, 2023

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Valid through
31.12.2025

Base Salary

Rs. 20,000 - Rs. 35,000

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Qualifications

12th Passed/Graduate

Employment Type

Full-time

Experience

2+Years Experience Required

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Description

Pidilite Recruitment 2023

The Administrative Analyst is responsible for providing administrative support to the manager and team. This individual will be responsible for handling a wide range of administrative duties, including, but not limited to, organizing and maintaining files, preparing reports, composing correspondence, and scheduling meetings. The ideal candidate will be able to work independently and be able to prioritize and manage multiple tasks simultaneously.

Pidilite Jobs Near Me

The Administrative Analyst will provide operational and administrative support to leadership in the department. This will include providing expert-level administrative support including managing calendars and schedules, preparing and managing correspondence,

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Pidilite Careers

This may include preparing and analyzing data, developing and maintaining procedures and systems, and providing customer service. The Administrative Analyst may also be responsible for preparing reports, correspondence, and other

documentation.

Responsibilities:

Develop a deep understanding of each assigned client's business and technology needs, and craft a comprehensive strategy to address them.

Generate new business opportunities through a vigorous sales and marketing effort, and build lasting relationships with key decision makers at clients.

Qualifications:

Bachelor's degree in business administration, accounting, or a related field.

At least two years of experience in an administrative role.

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