

Vedantu Recruitment 2023 - Apply Online - Administrative Assistant Post

Hiring organization
Vedantu

Job Location

India
Remote work from: India

Date posted
March 15, 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

Vedantu Recruitment 2023

The Administrative Assistant will provide administrative support to the managers and employees of the company. He or she will be responsible for handling a wide range of administrative tasks, such as organizing files and dealing with correspondence. The ideal candidate will have excellent organizational skills and be able to work independently.

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Qualifications:

-Strong knowledge of Microsoft Excel

-Familiarity with big data concepts

-Attention to detail

-Ability to work independently

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Vedantu Jobs For Freshers

. The Administrative Assistant must be able to work independently with minimal supervision and be able to handle multiple tasks simultaneously in a fast-paced environment.

Responsibilities:

- Entering data into the system
- Cleaning and organizing data -Assisting with other tasks as needed
- Assist with developing and implementing data analysis methodologies
- Carry out data cleaning and pre-processing tasks

Generate reports and presentations detailing the results of data analysis

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