

## Vedantu Recruitment 2023 – Jobs Near Me – Administrative Assistant Post

**Hiring organization**  
Vedantu

### Job Location

India  
Remote work from: India

**Date posted**  
February 27, 2023

**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 is responsible for providing general administrative and clerical support to the organization.

### Vedantu Jobs Near Me

#### Requirements:

- Excellent communication and interpersonal skills.
- Strong organizational skills with the ability to multitask and prioritize.
- Initiative and attention to detail.
- Ability to work independently.
- Previous experience in an administrative or support role.

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### Vedantu Jobs For Freshers

This position requires initiative, attention to detail, and the ability to work independently.

#### Responsibilities:

-Prepare correspondence

-Organize and maintain files

-Maintain customer service standards

Perform other general administrative and clerical duties as assigned

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

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