

Vedantu Recruitment 2023 – Jobs Near Me – Human Resources Post

Hiring organization
Vedantu

Job Location

India
Remote work from: India

Date posted
February 6, 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 Supervisor is responsible for overseeing and coordinating the work of staff in the mailroom and ensuring that all procedures are followed according to established policies and practices. This position reports to the Operations Manager.

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Vedantu Jobs For Freshers

Duties and Responsibilities:

- Supervise the work of staff in the mailroom
- Monitor operations to ensure accuracy, quality, and timeliness of service
- Train and orient new employees
- Maintain records and logs of work activities
- Resolve operational problems

Respond to customer inquiries and complaints

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

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