

WOW Momo Recruitment 2023 – Job For Freshers – Administrative Analyst posts

Hiring organization
WOW Momo

Job Location

India
Remote work from: India

Date posted
February 20, 2023

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Valid through
31.12.2023

Base Salary

Rs. 25,000 - Rs. 30,000

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Qualifications

Graduate

Employment Type

Full-time

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Description

WOW Momo Recruitment 2023

The Administrative Analyst is responsible for providing administrative and technical support in the coordination and operation of department programs and services.

Jobs Near Me

The incumbent will be responsible for a variety of complex, specialized and confidential clerical and technical support duties in the areas of budgeting, personnel, procurement, contracts, and information systems.

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The ideal candidate will have:

- a Bachelor's degree in a relevant area such as Business Administration, Public Administration or related field; or an equivalent combination of education and experience
- at least two years of experience providing administrative support in a public sector environment, preferably in a contracting or purchasing environment
- experience with budgeting and financial management systems; experience with PeopleSoft or similar software is an asset
- superior written and oral communication skills, including the ability to draft clear and concise correspondence, reports and proposals
- excellent organizational skills and the ability to effectively manage multiple concurrent tasks and priorities

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

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