Britannia Recruitment 2023 – Jobs For Freshers – Administrator Post

Hiring organization
Britannia

Job Location
India
Remote work from: India

Date posted
August 8, 2023

(adsbygoogle = window.adsbygoogle || []).push({});

Valid through
31.12.2023

Base Salary
USD 25,000 - USD 34,000

APPLY NOW

Qualifications
12th Passed & Graduate

Employment Type
Full-time

(adsbygoogle = window.adsbygoogle || []).push({});

Description

Britannia Recruitment 2023

The Administrator is responsible for providing administrative support to the Britannia Industries Limited (BIL) team. This includes a variety of tasks, such as:

- Managing the office calendar and scheduling appointments
- Answering and directing phone calls
- Preparing and distributing reports
- Arranging travel and accommodations

(adsbygoogle = window.adsbygoogle || []).push({});

Britannia Jobs Near Me

Responsibilities:

- Coordinate with other departments to ensure smooth administrative operations
- Stay up-to-date on industry trends and best practices
- Maintain a professional and confidential demeanor

(adsbygoogle = window.adsbygoogle || []).push({});

Britannia Careers

Skills:

- Strong understanding of computer science principles.
- Experience with object-oriented programming.
- Experience with a variety of programming languages, such as Java, Python, and C++.
- Experience with software development tools and methodologies.
- Excellent problem-solving and debugging skills.
- Excellent written and verbal communication skills.

Qualifications:

- Bachelor's degree in business administration or a related field
- 3+ years of experience in a corporate administrative role
- Strong organizational and time management skills
- Excellent written and verbal communication skills
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook)
- Ability to work independently and as part of a team
- Attention to detail and accuracy

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

(adsbygoogle = window.adsbygoogle || []).push({});

(adsbygoogle = window.adsbygoogle || []).push({});