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Britannia Recruitment 2023 – Jobs Near Me – Administrative Manager Posts

Hiring organization
Britannia

Job Location

India
Remote work from: India

Date posted
August 29, 2023

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Valid through
31.12.2023

Base Salary

USD 15,000 - USD 24,000

APPLY NOW

Qualifications

12th Passed & Graduate

Employment Type

Full-time

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Description

Britannia Recruitment 2023

The Administrative Manager is responsible for overseeing all administrative functions within the company. This includes managing the office staff, providing administrative support to senior management, and ensuring that all administrative procedures are followed. The ideal candidate will have a strong understanding of administrative procedures and systems, as well as excellent communication and interpersonal skills.

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Britannia Jobs Near Me

Responsibilities:

- Manage the office staff, including hiring, training, and evaluating performance
- Provide administrative support to senior management, including scheduling meetings, preparing presentations, and managing travel arrangements
- Ensure that all administrative procedures are followed, including filing, recordkeeping, and document management
- Oversee the budget for administrative expenses
- Represent the company at external events and meetings

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Britannia Careers

Skills:

- Strong understanding of administrative procedures and systems
- Excellent communication and interpersonal skills
- Ability to work independently and as part of a team
- Strong organizational and time management skills

Important Links Proficient in Microsoft Office Suite

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

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