HITACHI

Hitachi Recruitment 2023 – Jobs Near Me – Administrative Manager Post

Hiring organization
Hitachi

Date posted
August 28, 2023

Job Location
India
Remote work from: India

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Valid through
31.12.2023

APPLY NOW

Base Salary
USD 20,000 - USD 22,000

Qualifications
Graduate

Employment Type
Full-time

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Description

Hitachi Recruitment 2023

The Administrative Manager is responsible for the overall administration of the Hitachi office. This includes providing administrative support to the executive team, managing the office budget, and overseeing the day-to-day operations of the office. The ideal candidate will have a strong background in administration, excellent communication and organizational skills, and the ability to work independently and as part of a team.

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Hitachi Jobs Near Me

Responsibilities:

- Provide administrative support to the executive team, including scheduling meetings, managing travel arrangements, and preparing presentations
- Manage the office budget and ensure that all expenses are tracked and approved
- Oversee the day-to-day operations of the office, including managing the office staff, ordering supplies, and maintaining the office facilities
- Coordinate with other departments to ensure that administrative needs are met
- Represent the Hitachi office to external stakeholders

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Hitachi Careers

- Bachelor's degree in business administration or a related field
- 5+ years of experience in administrative or management roles
- Excellent communication and organizational skills
- Strong attention to detail
- Ability to work independently and as part of a team
- Proficiency in Microsoft Office Suite

Important Links

Find the Link in [Apply Now]() Button

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