



<https://jobroll.govhelp.in/job/hotstar-recruitment-2024-job-search-administrator-post/>

Hotstar Recruitment 2024 – Job Search – Administrator Post

Hiring organization
Hotstar

Job Location

India
Remote work from: IND

Date posted
January 2, 2024

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Valid through
31.08.2024

Base Salary

USD 17,400 - USD 24,900

APPLY NOW

Qualifications

Graduate

Employment Type

Full-time

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Description

Hotstar Recruitment 2024

Hotstar, a leading digital streaming platform, is on the lookout for a skilled and detail-oriented professional to join our team as an Administrator. As we continue to redefine the digital entertainment landscape, we are seeking individuals who can contribute to the efficient and smooth operation of our administrative functions. Join Hotstar and be part of an exciting journey in the world of digital entertainment.

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Hotstar Jobs Near Me

Responsibilities:

- Oversee day-to-day administrative tasks to ensure a well-organized workplace.
- Manage office supplies, equipment, and facilities.
- Coordinate with vendors for office maintenance and services.
- Assist in arranging travel plans for employees, including flights and accommodations.
- Handle travel expense reports and reimbursements.
- Ensure compliance with company travel policies.

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Hotstar Careers

Skills:

- Strong organizational and multitasking abilities.
- Attention to detail in managing administrative tasks.
- Ability to prioritize and meet deadlines.
- Problem-solving skills to address administrative challenges.
- Ability to handle unforeseen issues and find effective solutions.

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

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