



<https://jobroll.govhelp.in/job/hotstar-recruitment-2024-job-vacancy-coordinator-post/>

## Hotstar Recruitment 2024 – Job Vacancy – Coordinator Post

**Hiring organization**  
Hotstar

### Job Location

India  
Remote work from: IND

**Date posted**  
January 10, 2024

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**Valid through**  
31.08.2024

### Base Salary

USD 17,500 - USD 23,000

APPLY NOW

### Qualifications

Graduate

### Employment Type

Full-time

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### Description

## Hotstar Recruitment 2024

We are seeking a highly organized and efficient Coordinator to join our [Department/Area] team. As the Coordinator, you will play a vital role in supporting the team by managing administrative tasks, coordinating activities, and ensuring smooth operations. You will be the glue that holds everything together, keeping us all on track and efficient.

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### Hotstar Jobs Near Me

### Responsibilities:

- Maintain calendars and schedules for team members.
- Coordinate meetings and conferences, including logistical arrangements and preparation of materials.
- Track project progress and deadlines.
- Prioritize tasks and ensure timely completion.
- Process invoices and other financial documents.
- Manage travel arrangements and expense reports.
- Prepare presentations and reports.
- Maintain accurate records and databases.
- Handle general office correspondence and inquiries.

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Hotstar Careers

**Skills:**

- Excellent organizational and time management skills.
- Strong communication and interpersonal skills.
- Proficient in word processing, spreadsheet, and presentation software.
- Problem-solving and critical thinking skills.
- Ability to work independently and as part of a team.

**Important Links** Data oriented and with a strong focus on accuracy.

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

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