

Infosys Recruitment 2023 - All India Jobs - Administrative Manager Post

Hiring organization
Infosys

Job Location

India
Remote work from: India

Date posted
August 12, 2023

Valid through
31.12.2023

Base Salary

USD 20,000 - USD 24,000

APPLY NOW

Qualifications

Graduate

Employment Type

Full-time

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Description

Infosys Recruitment 2023

The Administrative Manager is responsible for the overall administrative operations of the Infosys Bangalore office. This includes managing the office staff, providing administrative support to senior management, and overseeing the day-to-day operations of the office. The ideal candidate will have a proven track record of success in a similar role, strong organizational and interpersonal skills, and the ability to work independently and as part of a team.

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Infosys Jobs Near Me

Responsibilities:

- Manage the office staff, including hiring, training, and performance management
- Provide administrative support to senior management, including scheduling meetings, managing travel arrangements, and preparing presentations
- Oversee the day-to-day operations of the office, including ensuring that office supplies are stocked, the office is clean and organized, and that visitors are greeted and directed appropriately
- Develop and implement administrative policies and procedures
- Represent the Infosys Bangalore office to clients and vendors
- Conduct research and make recommendations on new administrative technologies and systems
- Stay up-to-date on industry trends and best practices

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Infosys Careers

Skills:

- Strong understanding of accounting principles and procedures.
- Experience with financial software, such as SAP or Oracle.
- Excellent analytical and problem-solving skills.
- Ability to work independently and as part of a team.
- Excellent communication and interpersonal skills.

Qualifications:

- Bachelor's degree in business administration or a related field
- 5+ years of experience in a similar role
- Strong organizational and interpersonal skills
- Ability to work independently and as part of a team
- Excellent written and verbal communication skills
- Proficient in Microsoft Office Suite

Important Links Experience with administrative software systems.

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

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