

Meesho Recruitment 2023 – All India Jobs – Administrative Analyst Post

Hiring organization
Meesho

Job Location

India
Remote work from: India

Date posted
August 14, 2023

Valid through
31.02.2023

Base Salary

USD 23,000 - USD 28,000

APPLY NOW

Qualifications

12th Passed

Employment Type

Full-time

Description

Meesho Recruitment 2023

The Administrative Analyst is responsible for providing administrative support to the Meesho team. This includes tasks such as managing calendars and schedules, preparing reports, handling correspondence, and providing general administrative assistance. The ideal candidate will be organized, detail-oriented, and have excellent communication and interpersonal skills.

Meesho Careers

Responsibilities:

- Manage calendars and schedules for the Meesho team
- Prepare reports and presentations
- Handle correspondence, both internal and external
- Provide general administrative assistance to the Meesho team
- Other duties as assigned

Meesho Jobs Near Me

Skills:

- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook)
- Excellent communication and interpersonal skills
- Strong organizational and time management skills
- Ability to work independently and as part of a team
- Attention to detail

- Ability to handle confidential information

Qualifications:

- Bachelor's degree in business administration or a related field
- 1-2 years of experience in a similar role
- Experience with administrative software
- Strong organizational and time management skills
- Ability to work independently and as part of a team
- Attention to detail

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