

## Meesho Recruitment 2023 – All India Jobs – Analyst Post

**Hiring organization**  
Meesho

### Job Location

India  
Remote work from: India

**Date posted**  
September 1, 2023

(adsbygoogle = window.adsbygoogle || []).push({});

**Valid through**  
31.02.2023

### Base Salary

USD 23,000 - USD 28,000

APPLY NOW

### Qualifications

12th Passed

### Employment Type

Full-time

(adsbygoogle = window.adsbygoogle || []).push({});

### 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.

(adsbygoogle = window.adsbygoogle || []).push({});

### 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

(adsbygoogle = window.adsbygoogle || []).push({});

### 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

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

(adsbygoogle = window.adsbygoogle || []).push({});

(adsbygoogle = window.adsbygoogle || []).push({});