PhonePe

Phonepe Recruitment 2023 – All India Jobs – Administrative Analyst Post

Hiring organization
Phonepe

Job Location
India
Remote work from: IND

Date posted
September 28, 2023

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Valid through
31.12.2023

Base Salary
USD 15,500 - USD 24,000

APPLY NOW

Qualifications
Graduate

Employment Type
Full-time

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Description

Phonepe Recruitment 2023

The Administrative Analyst is responsible for providing administrative support to the Administration department and other departments within the company. This includes developing and implementing administrative policies and procedures, managing office staff and resources, and providing support to other departments.

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Phonepe Jobs Near Me

Responsibilities:

- Develop and implement administrative policies and procedures.
- Assist with the management of office staff and resources.
- Provide support to other departments, such as scheduling meetings, preparing presentations, and coordinating travel arrangements.
- Manage the department's budget and ensure that it is allocated effectively.
- Oversee the department's facilities and ensure that they are maintained in a clean and professional condition.
- Represent the department at company events and meetings.

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Phonepe Careers

Skills:

- Strong organizational and time management skills.
- Excellent communication and interpersonal skills.
- Ability to work independently and as part of a team.
- Proficiency in Microsoft Office Suite.
- Good knowledge of administrative procedures and best practices.

Important Links

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

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