Rapido Jobs 2023 – All India Jobs – Administrator Post

Hiring organization
Rapido

Job Location
India
Remote work from: India

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Date posted
August 29, 2023

Valid through
31.12.2023

APPLY NOW

Base Salary
USD 15,000 - USD 22,000

Qualifications
12th Passed & Graduate

Employment Type
Full-time

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Description

Rapido Recruitment 2023

The Administrator is responsible for providing administrative support to the Operations team. This includes a variety of tasks, such as managing calendars and schedules, preparing reports, and handling customer inquiries. The ideal candidate will be organized, detail-oriented, and have strong communication skills.

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Rapido Jobs Near Me

Responsibilities:

- Manage calendars and schedules for the Operations team
- Prepare reports on operational metrics
- Handle customer inquiries
- Coordinate with external vendors
- Other administrative tasks as assigned

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Rapido Careers

Skills:

- Proficiency in Microsoft Office Suite
- Strong organizational and time management skills

- Excellent written and verbal communication skills
- Ability to work independently and as part of a team
- Ability to handle multiple tasks simultaneously

Qualifications:

- Bachelor's degree in business administration, management, or a related field
- 1-2 years of experience in a similar role

Important Links

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

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