

## Rapido Recruitment 2023 - Job Vacancy - Administrative Manager Post

**Hiring organization**  
Rapido

### Job Location

India  
Remote work from: IND

**Date posted**  
October 10, 2023

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**Valid through**  
31.12.2023

### Base Salary

USD 16,000 - USD 22,000

APPLY NOW

### Qualifications

Graduate

### Employment Type

Full-time

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### Description

## Rapido Recruitment 2023

The Administrative Manager is responsible for overseeing and managing all aspects of the company's administrative operations. This includes developing and implementing administrative policies and procedures, managing office staff and resources, and providing support to other departments.

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### Rapido Jobs Near Me

### Responsibilities:

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

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### Rapido Careers

### Skills:

- 5+ years of experience in administration, preferably in a fast-paced and dynamic environment.
- 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.

**Important Links** **Find the Link in Apply Now Button**

Good knowledge of administrative procedures and best practices

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