

Rapido Recruitment 2023 - Latest Job - Administrative Manager Post

Hiring organization
Rapido

Job Location

India
Remote work from: IND

Date posted
October 17, 2023

Valid through
31.03.2024

Base Salary

USD 16,000 - USD 22,000

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Qualifications

Graduate

Employment Type

Full-time

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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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.

Good knowledge of administrative procedures and best practices.

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