

Realme Career 2023 - Jobs Near Me - Administrative Manager Post

Hiring organization
Realme

Job Location

India
Remote work from: India

Date posted
August 7, 2023

Valid through
31.12.2023

Base Salary

USD 27,000 - USD 29,000

APPLY NOW

Qualifications

12th Passed & Graduate

Employment Type

Full-time

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Description

Realme Recruitment 2023

The Administrative Manager is responsible for the overall administrative operations of the company. This includes managing the office staff, overseeing the purchasing and inventory process, and ensuring compliance with company policies and procedures. The ideal candidate will have a strong understanding of administrative procedures and be able to manage a team effectively.

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Realme Careers

Responsibilities:

- Manage the office staff, including hiring, training, and evaluating performance
- Oversee the purchasing and inventory process, ensuring that all purchases are made in accordance with company policies
- Ensure compliance with company policies and procedures
- Handle administrative tasks such as preparing reports, scheduling meetings, and managing correspondence
- Coordinate with other departments to ensure smooth operations
- Represent the company at external events

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Realme Jobs Near Me

Skills:

- Excellent communication skills, both written and verbal
- Strong problem-solving skills
- Ability to work independently and as part of a team
- Ability to work under pressure
- Excellent customer service skills

Qualifications:

Bachelor's degree in business administration or a related field

5+ years of experience in a similar role

Strong understanding of administrative procedures

Excellent written and verbal communication skills

Proficient in Microsoft Office Suite

Ability to manage a team effectively

Important Links Ability to work independently and as part of a team **Find the Link in [Apply Now](#) Button**

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