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Toyota Recruitment 2023 – Free Job Alert – Administrative Manager Post

Hiring organization
Toyota

Job Location

India
Remote work from: IND

Date posted
August 23, 2023

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Valid through
31.12.2023

Base Salary

USD 12,000 - USD 17,000

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Qualifications

Graduate

Employment Type

Full-time

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Description

Toyota Recruitment 2023

The Administrative Manager is responsible for the overall administrative operations of Toyota. This includes overseeing the daily operations of the office, managing the administrative staff, and providing administrative support to the executive team. The Administrative Manager must be a highly organized and efficient individual with excellent communication and interpersonal skills.

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Toyota Jobs Near Me

Responsibilities:

- Oversee the daily operations of the office, including scheduling appointments, managing correspondence, and coordinating travel arrangements.
- Manage the administrative staff, including hiring, training, and evaluating performance.
- Provide administrative support to the executive team, including preparing presentations, drafting reports, and handling confidential information.
- Develop and implement administrative procedures and systems to improve efficiency and effectiveness.
- Stay up-to-date on industry trends and best practices in administrative management.
- Represent Toyota to external stakeholders, including vendors, customers, and government officials.

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Toyota Careers

Skills:

- Strong organizational and time management skills
- Excellent written and verbal communication skills
- Proficient in Microsoft Office Suite
- Experience with administrative software and systems
- Ability to work independently and as part of a team
- Strong attention to detail and accuracy
- Discretion and confidentiality

Qualifications:

- Bachelor's degree in business administration or a related field
- 5+ years of experience in administrative management

Experience in the automotive industry is a plus

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