

Zebronics Recruitment 2023 – All India Jobs – Administrative Manager Post

Hiring organization
Zebronics

Job Location

India
Remote work from: India

Date posted
August 3, 2023

Valid through
25.10.2023

Base Salary

USD 28,000 - USD 38,000

APPLY NOW

Qualifications

Graduate

Employment Type

Full-time

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Description

Zebronics Recruitment 2023

The Administrative Manager is responsible for the overall administration of Zebronics. This includes overseeing the day-to-day operations of the administrative department, hiring and training staff, developing and implementing administrative policies and procedures, and managing the company's budget. The Administrative Manager must be a highly organized and detail-oriented individual with excellent communication and interpersonal skills.

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Zebronics Careers

Responsibilities:

- Hire and train administrative staff
- Develop and implement administrative policies and procedures
- Manage the company's budget
- Coordinate with other departments to ensure efficient administrative operations
- Represent the company to external stakeholders

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Zebronics Jobs Near Me

Skills:

- Excellent organizational and time management skills
- Strong attention to detail
- Excellent written and verbal communication skills

- Proficient in Microsoft Office Suite
- Ability to work independently and as part of a team
- Ability to manage multiple projects simultaneously

Qualifications:

- Bachelor's degree in business administration or a related field
- 5+ years of experience in a corporate administrative role
- Experience in managing a team
- Experience in developing and implementing administrative policies and procedures

Important Links Experience in managing a budget.

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

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