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Vedantu Recruitment 2023 – Fast Job – Administrative Manager Posts

Hiring organization
Vedantu

Job Location

India
Remote work from: IND

Date posted
August 22, 2023

Valid through
31.12.2023

Base Salary

Rs. 22,000 - Rs. 31,000

APPLY NOW

Qualifications

Graduate, 12th

Employment Type

Full-time

Description

Vedantu Recruitment 2023

The Administrative Manager is responsible for the overall administration of Vedantu's operations. This includes managing the office staff, overseeing the company's facilities, and ensuring that all administrative processes are running smoothly. The ideal candidate will be a highly organized and efficient individual with strong leadership and interpersonal skills.

Vedantu Careers

Responsibilities:

- Manage the office staff, including hiring, training, and performance management
- Oversee the company's facilities, including maintenance and repairs
- Ensure that all administrative processes are running smoothly, such as payroll, billing, and inventory management
- Handle administrative tasks as needed, such as scheduling meetings and preparing reports
- Represent Vedantu to external stakeholders, such as government agencies and vendors

Vedantu Jobs Near Me

Skills:

- Strong organizational and time management skills
- Excellent written and verbal communication skills
- Ability to work independently and as part of a team

Proficient in Microsoft Office Suite

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