



<https://jobs.govhelp.in/job/vi-recruitment-2023-jobs-administrative-analyst-post/>

VI Recruitment 2023 – Jobs – Administrative Analyst Post

Hiring organization
VI

Job Location

India
Remote work from: IND

Date posted

November 18, 2023

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Valid through

31.03.2024

Base Salary

Rs. 15,300 - Rs. 22,600

APPLY NOW

Qualifications

Graduate, 12th Pass

Employment Type

Full-time

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Description

VI Recruitment 2023

VI Administrative Analysts are responsible for providing administrative support to VI's business units and departments. They work with a variety of stakeholders, including executives, managers, and employees, to develop and implement administrative systems and procedures.

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VI Careers

Responsibilities:

- Develop and implement administrative systems and procedures
- Manage administrative projects and budgets
- Provide administrative support to VI's business units and departments
- Coordinate with internal and external stakeholders
- Prepare and present reports
- Maintain and update administrative records
- Troubleshoot and resolve administrative problems
- Identify and mitigate risks
- Stay up-to-date on administrative best practices

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VI Jobs Near Me

Skills:

- Excellent analytical and problem-solving skills
- Excellent communication and interpersonal skills
- Strong organizational and time management skills
- Ability to work independently and as part of a team
- Ability to work under pressure and meet deadlines

Important Links Proficiency in Microsoft Office Suite

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

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